



The Alpha Delta Gamma Foundation Service Award Guidelines

In addition to an annual Scholastic Scholarship, the Alpha Delta Gamma Foundation offers Service Awards to Active Chapter members to help develop & execute Service related projects. The availability of financial aid is intended to help make service or other charitable activities more plausible and, ultimately, to spur more “organized helpfulness to the world of men around us.”

Three Awards are earmarked for every academic year: (1) \$1,000 maximum value award and (2) \$500 maximum value awards. The \$1,000 Award should be applied toward extended, larger, perhaps travel-involved events; \$500 Awards applied toward more local, shorter-term events.

- 1) Awards are intended to be reimbursements of costs associated with the participation and/or execution of the event.
- 2) Costs must align with allowable reimbursements permissible per the 501(c)3 US tax code. All itemized receipts \$25+ in value (and event agendas where applicable) must be submitted and reviewed by The Foundation in order to be considered for reimbursement. Any non-itemized receipt (where applicable) will not be considered for reimbursement.
- 3) Opportunities for reimbursements can include:
 - a. Supplies related to the execution and development of the project.
 - b. Costs associated with the hiring of professional services related to the execution and development of the project.
 - c. Local-to-lower-48-states travel-related expenses to/from event locations.
 - d. Overnight hotel room & board expenses; local event meal expenses.
 - e. Mileage reimbursement on personal vehicles (per Federal guidelines; estimated \$0.14/mile).
- 4) No reimbursement will be offered for the following examples (and not limited to):
 - a. Direct donations to another charity/service cause; including costs for goods that the event is intended for (e.g. canned food drives).
 - b. For any events involving overnight stays, any travel expenses where at least 50% of days spent on-location are not related to this event.
 - c. Alcohol or other non-specific-to-this-event, off-location related expenses.
 - d. Any expenses for non-ADG members.
- 5) The Chapter must be in good-standing with Alpha Delta Gamma National Fraternity.
- 6) No single Chapter, including single/multiple members from a single Chapter, can be awarded more than (1) award in (1) academic year. No single Chapter, including single/multiple members from a single Chapter, can be awarded the \$1,000 maximum award in (2) consecutive academic years.
- 7) Only the latest, single application submitted will be considered per event. Avoid multiple applications unless latter submissions amend & void previous submissions.
- 8) Reimbursement to occur after the event. Pre-payment is not offered.
- 9) The Foundation retains the authority to offer smaller or larger Awards, or to not present any/all Awards of an academic year, based on the merit of the Applications.
- 10) If mailing, all requested information should be sent to: Alpha Delta Gamma Foundation
c/o Derrick Cabrera
1021 Claytonbrook Drive
Ballwin, MO 63011
- 11) If emailing, all requested information should be sent to: president@adgfoundation.org