



SERVICE AWARDS (up to \$200 each)

ABOUT THE AWARDS

Sigma Tau Delta's Service Awards are designed to honor local chapters with exemplary community service projects and to benefit the agencies served by those chapters. The Society will make a limited number of awards, each which will consist of a plaque for the chapter and a contribution of up to \$200 to the agency.

A variety of community service projects are eligible for consideration. Many examples of projects are listed under "community service" on the Sigma Tau Delta website at www.english.org if you are in need of ideas. If you have questions regarding project eligibility you can contact the chair of the Service Committee, your Regent, or Regional Student Representative.

ELIGIBILITY

Any active chapter may submit one application. Service projects must have been organized and conducted by student members within the previous year, and student members must prepare the award application. No chapter may reapply for a Service Award within two years of receiving an award.

HOW TO APPLY

Send 10 copies of the following material to:

Sigma Tau Delta
Service Awards
Department of English
Northern Illinois University
DeKalb, IL 60115-2863

1. A cover sheet on the chapter sponsor's official school letterhead. List the name of the service project; the chapter and school by which the project was undertaken; the number of active members in the chapter; the name and contact information of the student preparing the application; the name and contact information for the chapter sponsor(s). The cover sheet must bear the signatures of the student and chapter sponsor(s) who attest by signing to the accuracy of the materials in the application.
2. A written narrative, not to exceed 300 words, that describes the service project. This description must include the name, date, and place of the service project. It must explain briefly the importance of the service performed and detail the various stages in the planning, preparation, and carrying out of the project. The commitment to the project of the chapter in terms of number of members actually participating is important. Different projects will, of course, have different sorts of descriptions, but the narrative must convey an understanding of the who, what, when, where, why, and how of the project. Be certain to include the name of the agency to receive the award, along with payment details including the agency's official name and address.
3. Two letters. One must come from a chapter sponsor explaining the significance of the project for the chapter and for the agency served. One must come from a representative of the agency served and attest to the significance of the project from the point of view of its recipient. Both letters must be on letterhead.

DEADLINE AND DATES

Applications must be complete and postmarked by November 6. No late submissions will be accepted. Chapters selected for recognition will be notified by the committee. The plaques and checks will be sent out after official notification has been made.