

AKD SUPPORT FOR INDUCTION CEREMONY SPEAKERS

Alpha Kappa Delta will provide up to \$500.00 to support honoraria paid to induction ceremony speakers. There will be no prepayment of funds. Funds are limited.

ELIGIBILITY FOR FUNDING

Only Chapter Representatives who are active members of AKD are eligible to apply for honorarium support. Active membership runs by calendar year (January through December). Renewal forms are mailed to Chapter Representatives at the end of each year. If needed, contact the AKD Office for active membership renewal forms. Only sociology faculty members may serve as Chapter Representatives.

PROCEDURES

An eligible Chapter Representative completes a Request for Approval of AKD Honorarium Support. The completed request form must be received in the AKD Office at least 30 days before the date of the initiation ceremony. The request should be brief, but it must include the name of the event, the scope of the event, the speaker's name, the speaker's qualifications/contributions/expenses, documentation of the speaker's agreement to speak, the amount requested, and the signature of the Chapter Representative. Do not send a copy of a curriculum vita or other bulky materials. The scope of the event (number of initiates, number of guests, and importance of the occasion) must justify the amount requested. The amount awarded will depend on the reasonableness of the request. Send the request to Marc Matre, AKD Secretary-Treasurer, Box U-1147 USA, Mobile, AL 36688. Use the request form on the back of this page. Requests are reviewed in the order received.

The AKD Office will acknowledge requests in two ways. The Secretary-Treasurer will send a message to the e-mail address on the request. The Secretary-Treasurer will send a letter to the Chapter Representative. The letter will confirm (or deny) an award of honorarium support. If the request is approved an AKD Honorarium Payment Voucher will be enclosed with the letter. Applicants should contact the Secretary-Treasurer if there is no acknowledgement within ten days of mailing or faxing a completed application.

After the event, the Chapter Representative must submit a completed voucher and a printed program from the event. The program must list the presentation and the name of the speaker receiving the honorarium. When documentation of the event is received in the AKD Office, the Secretary-Treasurer will pay the honorarium. No funds will be paid without complete documentation. Completed vouchers must be received in the AKD Office no more than 30 days after the initiation ceremony.

REQUEST FOR APPROVAL OF AKD HONORARIUM SUPPORT
Requests must be received in the AKD Office at least 30 days before the event. Please type.

School _____ Chapter _____

Mailing Address _____

City _____ State _____ Zip Code _____

Name of Event _____ Date of Event _____

Scope of the Event _____

Speaker's Name & Affiliation _____

Speaker's Qualifications/Contributions/Expenses _____

Documentation - Attach a copy of a document affirming the speaker's commitment.

Amount Requested _____

_____ E-mail _____

Chapter Representative* (Typed)

Signature _____

Telephone _____

* Requests are accepted only from faculty members who maintain active membership and serve as Chapter Representatives.

FOR AKD OFFICE USE ONLY

Date Approved _____	By _____	Amount _____
---------------------	----------	--------------