

LAMBDA STATE PERSONAL GROWTH AND SERVICES

TIMETABLE FOR CHAPTER IN APPLYING FOR THE LAMBDA STATE GRANT-IN-AID

- JULY** During your annual Chapter Personal Growth and Services Committee meeting, review chapter recruitment grant and grant-in-aid recipients to select a young woman who would meet the qualifications necessary in order to apply for the Lambda State Grant-in-Aid. These qualifications, the application form, and directions can be downloaded from the Lambda State Personal Growth and Services Committee website.
- AUGUST** Contact the young lady you would like to propose for the Grant-in-Aid before she goes back to college and give her the necessary information, encouragement and help for her to apply for the grant of \$2000. Complete your portion of the application and give a copy to your applicant so that she will know how to contact you if she has questions or is in need of help.
- OCTOBER** Keep in contact with your candidate and inquire if there is anything you can do to help her with the application. Suggest she begin to think about her personal essay and not leave it until the last minute.
- NOVEMBER** Talk with your chapter president to see if she will write a letter of recommendation for your candidate. If someone else in the chapter knows the young lady better than the chapter president, she may write the letter of recommendation. When you are in contact with your applicant, remind her that she will need a letter of recommendation from someone associated with the school she is attending. Encourage her to begin on her personal essay.
- DECEMBER** Remind your candidate that as soon as semester grades are posted she needs to obtain an official transcript of her grades and send it to you. If she has attended more than one institution, she needs to have an official transcript from each school.
- JANUARY** Gather all the necessary parts of the application and make 9 copies of each page in preparation for submitting the application to the state committee for consideration. **Make sure you have all pages of the application and that they are all COMPLETE.**

SEND THE ORIGINAL APPLICATION AND ALL 9 COPIES TO THE CHAIR OF THE LAMBDA STATE PERSONAL GROWTH and SERVICES COMMITTEE SO THAT IT IS POSTMAKED NO LATER THAN FEBRUARY 1 st.