**SGE Chapter Service Award Application**

□  Our Chapter is an active chapter (an active chapter submits the completed **Officer** and **Member** forms online with the appropriate fees submitted or mailed to the national office by November 1st).

□  Our Chapter had an average of 6 volunteer hours or more per member during the academic year (member number is based on fall initiates and active members listed on the **Member** form submitted by November 1st). Participants were life members at the time of the service project(s) and their volunteer hours are eligible to be counted.

□  Our volunteer hours were completed either on an extensive outreach project, or multiple projects, one of which was an outreach project. At least an average of 2 volunteer hours were dedicated to outreach (an outreach project is a nonprofit/non-chapter fundraising activity that benefits the department, institution, or community).

□  Our Chapter submitted photos of our service project(s) to admin@SGEearth.org.

□  Our service project(s) were completed during the academic year (August 15th – May 15th). A [**Service Project** **form**](http://www.sigmagammaepsilon.com/qcserviceprojectform.xls) for **each** project was completed and submitted by **May 31st** to admin@SGEearth.org.

A certificate and monetary award will be awarded upon approval. Chapters receiving the Service Award will be recognized in the Compass and on the SGE website.

***Our Chapter met all the above qualifications and qualifies for the Chapter Service Award.***

Advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit completed form with signatures by May 31st to:

Lee Potter, Associate Director
Sigma Gamma Epsilon
P.O. Box 324
Cedar Falls, IA 50613