



*“To increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community”*

# Chapter Relief Form

National Society of Black Engineers  
Region I

## Objective

Chapter Relief is a fund that is built into the financial structure of NSBE and is designed to help chapters who demonstrate that they are in financial need when it comes to attending conferences.

## Application Requirements

1. The Chapter must be active on [nsbe.org](http://nsbe.org).
2. Copy of Chapter CMR's (include only those that were submitted to Zone Chairs on time)
3. Each chapter must attach an itemized budget for the year including a specific breakdown for the event in question.
4. All applications must be completed in their entirety.  
**Incomplete applications will not be considered.**
5. Applications and all supporting documentation must be submitted by 5:00 PM EST of the November 2<sup>nd</sup>, 2017.

**PLEASE NOTE EARLY SUBMISSIONS RECOMMENDED!**

## Application Submittals

1. [Chapter Relief Request Form](#)
2. Chapter Monthly Reports (CMR)
3. Chapter Budget (must be an updated version including conference on question)
4. All materials (CMR and Chapter Budget) should be submitted to [rlasstreasurer@nsbe.org](mailto:rlasstreasurer@nsbe.org) with the subject "Chapter Relief App [University/College] Chapter".

# Deadlines

		Due Date
Fall Regional Conference	November 16 <sup>th</sup> -19 <sup>th</sup> , 2017	Notification of Receipt of Chapter Relief: November 7 <sup>th</sup> , 2017
National Convention	March 21 <sup>st</sup> -25 <sup>th</sup> , 2017	Funds before Convention: TBD Reimbursement after Convention: TBD

**THESE ARE HARD DEADLINES!!**

*\*\*If these dates change, expect a notification and updated packet.*

## Judging Criteria

### Judging Categories

The way in which applications will be judged is based on the following categories/scenarios.

1. Chapter History of Attendance
2. Chapter fundraising attempts (success, planning, solicitation efforts)
3. Chapters partially funded by their University/College or Sponsorship
4. Chapter size based on registered chapter members on nsbe.org
5. Chapter CMR Submissions and content exemplifying exceptional work contributing to the organization's mission and directives

# FAQ

**1. What form will chapter relief take?**

Chapter Relief will take the form of hotel room nights.

**2. Can chapter relief be used for any hotel?**

No. Chapter Relief is in the form of room nights for the Sheraton Parsippany Hotel only.

**3. When should I expect to hear a response about receiving Chapter Relief?**

You should be notified no later than November 6<sup>th</sup>.

**4. Should I still coordinate travel and accommodations for FRC?**

YES! Please continue to secure hotel rooms and travel because there is no guarantee of receiving chapter relief.

**5. What if I cannot afford a hotel room for my chapter?**

Please do not reserve a hotel room if you cannot pay. If you are awarded chapter relief, the logistics will be worked out then.

**6. If I have any questions or concerns about chapter relief, who should I contact?**

Please contact the [r1asstreasurer@nsbe.org](mailto:r1asstreasurer@nsbe.org).

**7. I submitted my chapter relief application. How do I know you received it?**

You should receive a confirmation of application materials within a week of your submittal.

**8. When is the Reimbursement date for FRC?**

There is technically no reimbursement date for Chapter Relief for FRC since it will be taking the form of room nights. As a result, the region, not you, will pay for those room nights awarded

*Please email [r1asstreasurer@nsbe.org](mailto:r1asstreasurer@nsbe.org), if there are any questions or concerns.*