“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.
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 2nd, 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 r1asstreasurer@nsbe.org with the subject “Chapter Relief App [University/College] Chapter”.
Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Due Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Regional Conference</td>
<td>November 16(^{th}) - 19(^{th}), 2017</td>
<td>Notification of Receipt of Chapter Relief: November 7(^{th}), 2017</td>
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<tr>
<td>National Convention</td>
<td>March 21(^{st})-25(^{th}), 2017</td>
<td>Funds before Convention: TBD, Reimbursement after Convention: TBD</td>
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**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 6th.

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 r1asstresurer@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 r1assttreasurer@nsbe.org, if there are any questions or concerns.*