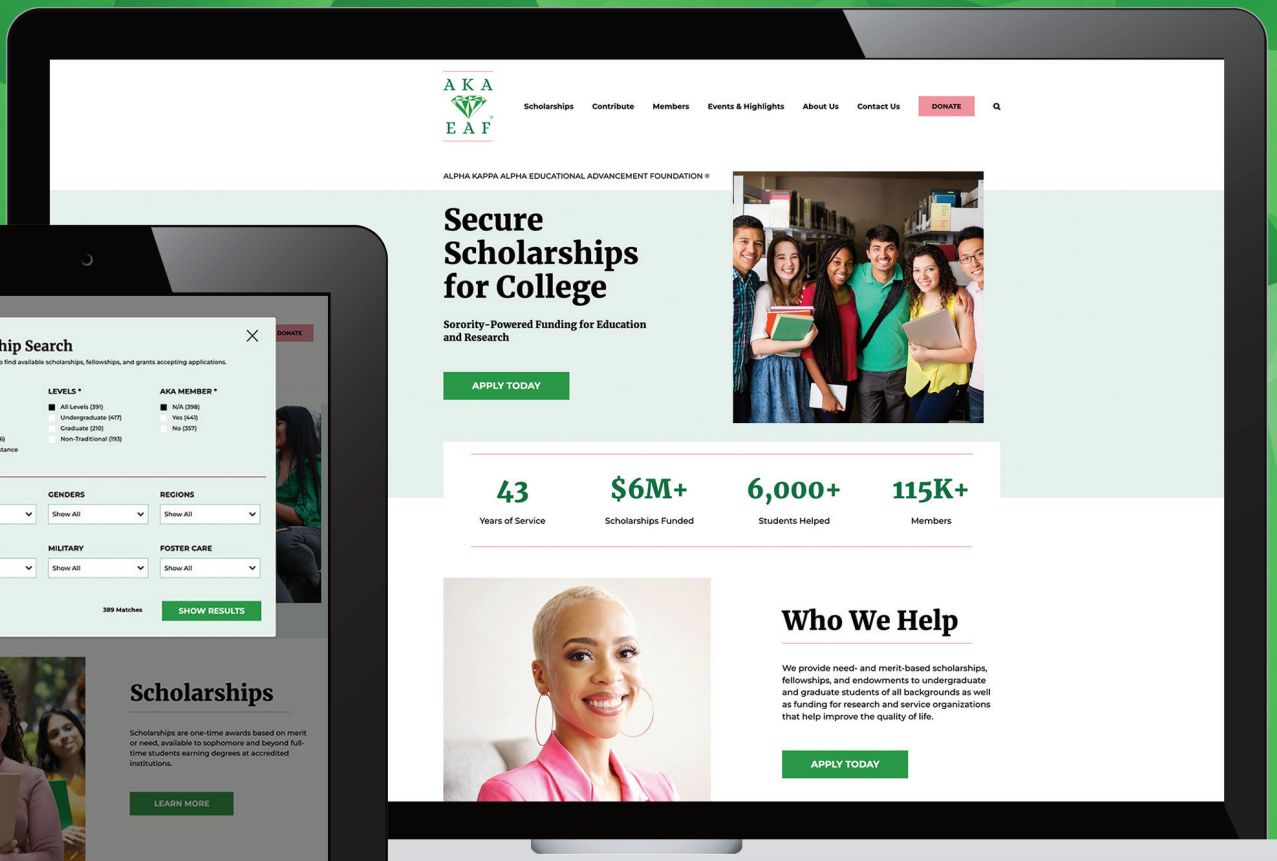
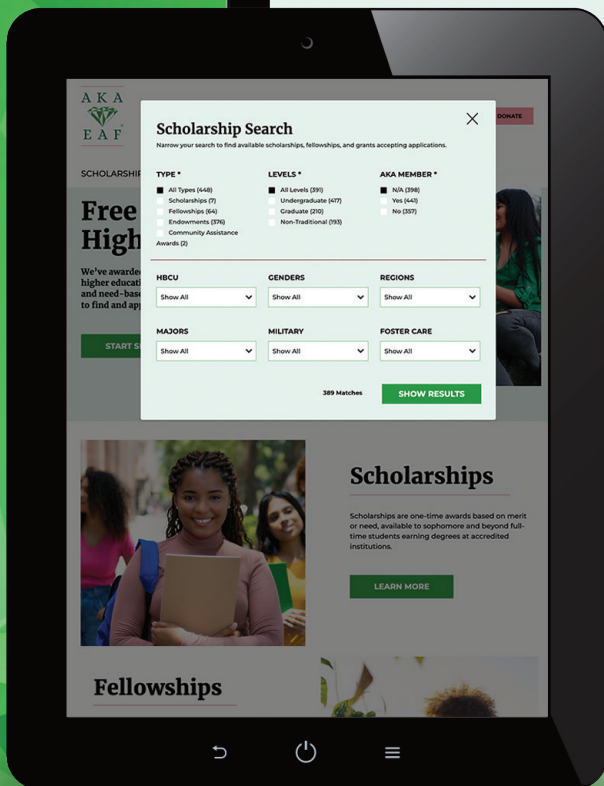


# EAF® Resource & Action Guide 2024





# Promoting Lifelong Learning



October 2023

Chapter Presidents, EAF® Chapter Captains, and Members,



Danette Anthony Reed  
EAF President

It is my pleasure to bring you greetings on behalf of the Alpha Kappa Alpha Educational Advancement Foundation, Inc.® 2023 has been a successful year for EAF®. At the start of the Soaring Administration, we set lofty, yet attainable goals to increase revenues, expand our corporate and private donor base and work on capitalizing a portion of the 123 remaining uncapped endowments within the EAF investment portfolio. Thanks to your individual financial support and your efforts to support our mission, we are moving toward the accomplishment of these goals.

So far this year, we have awarded more than \$660,000 in scholarships for undergraduate to post-graduate studies, with over \$150,000 going to sorority members only. Under our **“Soaring to Greater Heights of Academic Achievement”** program theme, we are committed to supporting our undergraduate members along with their academic journey by providing financial support to cover tuition and fees and for leadership training at our various conferences.

Your new **EAF® Resource and Action Guide** contains very slight updates to our forms along with pertinent information as you prepare for your upcoming program year. Please continue to share all pertinent information regarding EAF scholarship offerings with college students in your networks. In July of 2023, we launched a new and improved website. We believe you will find that it is more user-friendly for students searching for scholarships and financial support. We also added a resource section for Chapter Captains and strongly encourage you to appoint one for your chapter.

Thanks to our phenomenal Executive Director Erika Everett, the EAF Board members, Regional Coordinators, and the EAF staff, for their diligent work in support of the Alpha Kappa Alpha Educational Advancement Foundation, Incorporated. Thank **you** for your dedication and commitment to philanthropy, scholarship, and service to our communities. We appreciate your ongoing support of the Alpha Kappa Alpha Educational Advancement Foundation, Inc. It is because of each of you that EAF continues **“Soaring to Greater Heights of Academic Achievement!”**

Sisterly,



**Danette Anthony Reed**

President

Alpha Kappa Alpha Educational Advancement Foundation®

Soaring to Greater Heights  
OF ACADEMIC ACHIEVEMENT



# EAF® Resource & Action Guide

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# EAF<sup>®</sup> Resource & Action Guide

## MARKETING



Alpha Kappa Alpha Educational  
Advancement Foundation, Inc.<sup>®</sup>

# Membership & Campaign **FACT SHEET**

## Membership In EAF®

Every financial member of Alpha Kappa Alpha Sorority, Inc.® is to be a member of EAF by paying the annual dues (currently \$10) when the members' per capita is paid to the sorority.

## Fall Mailing

A packet is sent in the fourth quarter to all Chapter Basilei from the Corporate office containing forms for individual contributions, chapter contributions, scholarships and community assistance awards along with other EAF promotional materials. Make sure your chapter has appointed an EAF Captain (required), who will be responsible for communicating information regarding EAF to chapter members.

## EAF Awareness Month

**November** (Use fact sheets, EAF I.Q. tests, membership rally, etc. to generate awareness and build interest in an EAF activity to be held during EAF month.)

## EAF Month

**February** (Host chapter EAF activity, workshops, fundraisers, etc.)

## 2022-2026 Theme

***"Soaring to Greater Heights of Academic Achievement"***

## Levels of Chapter Recognition

Silver, Gold, and Platinum



## How Can Individuals Give?

- EAF Philanthropist Innovator
- Women & Men of Distinction
- Women & Men of Excellence
- Federal Employees - CFC - 11173
- Founders' Society
- Employer Matching Gift Programs
- Fellowship Program
- Endowment Program

*(These categories are not restricted to members of Alpha Kappa Alpha Sorority, Inc.® and EAF®. See Campaign Recognition chart for more details.)*

## CHAPTER CONTRIBUTIONS GUIDE

### SILVER LEVEL **Graduate Chapter**

1-50 members	\$250
51-100 members	\$300
101-150 members	\$400
151-200 members	\$500
201-300 members	\$600
301+ members	\$750

### SILVER LEVEL **Undergraduate Chapter**

1-10 members	\$25
11-25 members	\$50
26-50 members	\$100
51+ members	\$150

***For Gold and Platinum levels amounts, refer to Campaign Recognition & Donation Chart.***

# 2024 Campaign Recognition & Donation Chart

	DONATION LEVEL	REQUIREMENTS	DONATION RECOGNITION	EVENT RECOGNITION
	<b>SILVER</b>	Contribution based on chapter size <i>(see guide on page 6)</i>	<ul style="list-style-type: none"> <li>Chapter Listed in EAF Newsletter</li> <li>Recognition Certificate</li> </ul>	Regional Conferences
	<b>GOLD</b>	Contribution based on chapter size <b>PLUS an additional:</b> - \$1,000+ Graduate <b>-OR-</b> - \$250+ Undergraduate	<ul style="list-style-type: none"> <li>Chapter Listed in EAF Newsletter</li> <li>Recognition Certificate</li> </ul>	Regional Conferences
	<b>PLATINUM</b>	Gold Level requirements <b>PLUS an additional:</b> · \$1,500+ Graduate <b>-OR-</b> · \$250+ Undergraduate	<ul style="list-style-type: none"> <li>Chapter Listed in EAF Newsletter</li> <li>Recognition Certificate</li> </ul>	Regional Conferences Annual EAF Event
RECOGNITION FOR INDIVIDUAL DONORS	<b>EAF PHILANTHROPIST INNOVATOR \$500</b>	Members* who make a \$500 donation <b>-OR-</b> An individual who makes a \$500 donation	<ul style="list-style-type: none"> <li>EAF History Book</li> <li>Special Lapel Pin</li> <li>Listed in Annual Report</li> </ul> <i>(Counts toward overall achievement only)</i>	Annual EAF Event
	<b>WOMEN &amp; MEN OF DISTINCTION \$750</b>	Members* who make a \$750 donation <b>-OR-</b> An individual who makes a \$750 donation	<ul style="list-style-type: none"> <li>Specially Etched Gift</li> <li>Name Listed in Annual Report &amp; Recognition Wall in EAF Office</li> </ul> <i>(Counts toward overall achievement only)</i>	Annual EAF Event
	<b>WOMEN &amp; MEN OF EXCELLENCE \$1,000</b>	Members* who make a \$1,000 donation <b>-OR-</b> An individual who makes a \$1,000 donation	<ul style="list-style-type: none"> <li>Personally Etched Crystal Plaque</li> <li>Name Listed in Annual Report &amp; Recognition Wall in EAF Office</li> </ul> <i>(Counts toward overall achievement only)</i>	Annual EAF Event
	<b>FOUNDERS' SOCIETY \$2,500</b>	Members* who make a \$2,500 donation <b>-OR-</b> An individual who makes a \$2,500 donation	<ul style="list-style-type: none"> <li>Personally Etched Crystal Plaque</li> <li>Name Listed in Annual Report &amp; Recognition Wall in EAF Office</li> </ul> <i>(Counts toward overall achievement only)</i>	Annual EAF Event
	<b>THE ENDOWMENT PROGRAM</b> <i>(Green Diamond Award)</i>	<b>Initiated/Endowed</b> ((\$5,000 – draws interest) <b>Capitalized</b> (reaches total of \$25,000) <b>Platinum</b> (reaches total of \$50,000) <b>President's Award</b> (reaches total of \$100,000)	<ul style="list-style-type: none"> <li>Name Listed in EAF Newsletter</li> <li>Name Listed in Annual Report &amp; Recognition Wall in EAF Office</li> <li>The Following Per Level:  <b>Capitalized</b> (personally etched green plaque)  <b>Platinum</b> (personally etched pink plaque)  <b>President's</b> (personalized plaque &amp; gift)           </li> </ul> <i>(Counts towards overall achievement only)</i>	Annual EAF Event
	<b>FELLOWSHIP PROGRAM</b>	Establish a fellowship fund – · \$1,000 minimum required · Spendable principal	<ul style="list-style-type: none"> <li>Name Listed in EAF Newsletter</li> <li>Name Listed in Annual Report</li> </ul> <i>(Counts towards overall achievement only)</i>	Regional Conferences Annual EAF Event
	<b>OVERALL / REGIONAL ACHIEVEMENT AWARDS</b>	<b>Regions:</b> Small, Medium and Large contributing the most money to the Foundation (excluding membership dues). <b>Overall:</b> The top producer regardless of regional category.	<ul style="list-style-type: none"> <li>Specially Etched Plaque</li> <li>Name listed in <i>Ivy Leaf</i>®</li> </ul>	Annual EAF Event
EMPLOYEE PARTICIPATION	<b>COMBINED FEDERAL CAMPAIGN</b>	Federal employees submit copy of pledge card to EAF office showing #11173 selected and amount pledged. (Wisconsin Only – #4002)	Recognized at Level Indicated by Donor <i>(see above for levels)</i>	Per Level Attained
	<b>MATCHING GIFTS</b>	Employee with participating company submits documentation for company to send matching dollars to EAF for service or dollars given.	Recognized at Level Indicated by Donor <i>(see above for levels)</i>	Per Level Attained



ALPHA KAPPA ALPHA EDUCATIONAL  
ADVANCEMENT FOUNDATION, INC.®

YOU CAN BE THE  
**FACE  
OF CHANGE**

**HOW CFC WORKS:**

- 1. Choose Alpha Kappa Alpha Educational Advancement Foundation** as your charity of choice.
- 2. Make your pledge.** CFC offers a full range of pledge options including the most popular option – payroll deduction.
- 3. Change the World.** Thank you for your generosity in supporting EAF's mission to **promote lifelong learning!**



OUR CFC UNIT  
CODE IS: **11173**

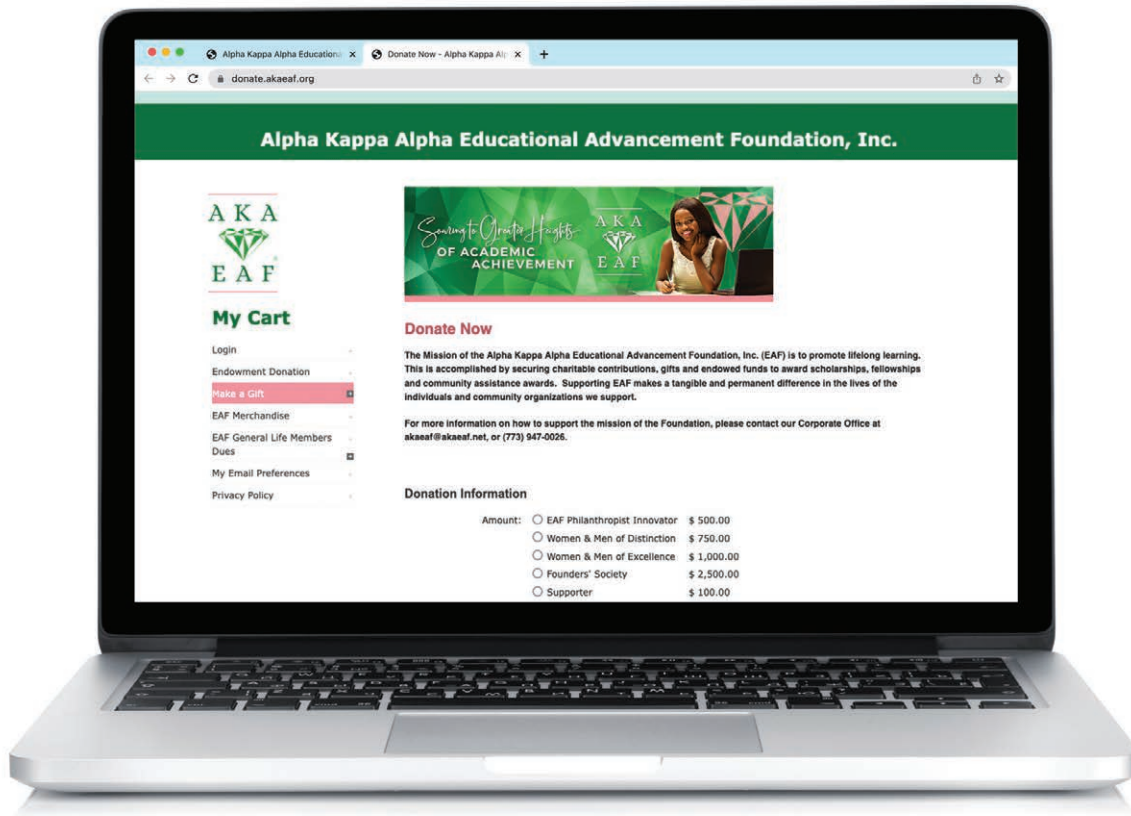


< **SCAN THIS  
QR CODE TO  
GET STARTED  
TODAY!**





# ONLINE GIVING



## EASY. FAST. EFFECTIVE.

The Alpha Kappa Alpha Educational Advancement Foundation, Inc. online donation option makes it even easier to support lifelong learning and EAF. Via the website, you may donate at any level, towards an endowment, purchase EAF merchandise, and much more!



1. **Go to [akaeaf.org](http://akaeaf.org)**
  2. **Browse the EAF website**
  3. **Go to the DONATE button at the top**
  4. **DONATE to support EAF!**
- OR- Go directly to [donate.akaeaf.org](http://donate.akaeaf.org)**

**Check out our EAF Merchandise! >>**

## EAF METALLIC DIAMOND TUMBLER

24 oz. Studded Reusable Tumbler with Lid and Straw



NEW  
-AND-  
ONLY \$20



To purchase, select EAF Merchandise at [donate.akaeaf.org](http://donate.akaeaf.org)



# EAF® Campaign & Scholarship 2024 CALENDAR

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>• Annual Membership Dues (\$10)</li> <li>• Kick-off Regional Contests</li> <li>• Prepare to Send Chapter Donation (Silver, Gold, Platinum)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Chapter Funds by February 1 for Regional Conference Recognition</li> <li>• EAF Month</li> <li>• Host a Virtual Mini-Fundraiser or Workshop</li> <li>• Regional Conferences</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Conferences</li> <li>• EAF Scholarship Webinar</li> <li>• Thrive Scholarship Application Deadline – March 1</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>• Regional Conferences</li> <li>• Undergraduate / Youth PAC Scholarships Application Deadline – April 15</li> </ul>	<ul style="list-style-type: none"> <li>• Marriott Scholarship Application Deadline – May 1</li> </ul>	<ul style="list-style-type: none"> <li>• Individual Award Donations, Chapter Platinum Funds, and Endowment Donations for Award Levels – Due by June 1</li> </ul>
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>• Attend EAF Events at Leadership Seminar</li> <li>• Attend EAF Annual Meeting</li> <li>• Regional Conferences (International)</li> <li>• Enjoy Your Summer!</li> </ul>	<ul style="list-style-type: none"> <li>• Back to School</li> <li>• Complete Program Initiatives</li> <li>• Include EAF on agenda – EAF Resource &amp; Action Guide</li> <li>• Graduate Scholarships / Community Assistance Awards Application Deadline – August 15</li> </ul>	<ul style="list-style-type: none"> <li>• Consider Chapter’s EAF Donation During Chapter Meeting</li> <li>• Host a Scholarship Workshop for students</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>• Cluster Retreats / Round-Ups</li> <li>• Include EAF on Agenda – EAF Resource &amp; Action Guide</li> </ul>	<ul style="list-style-type: none"> <li>• EAF Awareness Month Fall Mailing</li> <li>• Generate Awareness About EAF</li> <li>• Holiday Season / Year-End Initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Close Chapter Year-End Business</li> <li>• Support Your Favorite Cause on #GivingTuesday – December 3, 2024</li> <li>• Final Charitable Donations of the Year</li> </ul>

*Responsible Parties: Chapter Basileus, EAF Regional Coordinators, EAF Chapter Captains, EAF Board of Directors, EAF members*

# Path to **PLATINUM** STATUS RECOGNITION



## GRADUATE CHAPTER STATUS GIVING LEVEL RECOGNITION

SILVER LEVEL	GOLD LEVEL	PLATINUM LEVEL
Chapter contribution based on Chapter size.	Chapter contributes an additional \$1,000-\$1,499 over and above the applicable Silver Level from any unrestricted source not earmarked for any endowment.	Chapter contributes an additional unrestricted contribution over and above the Gold level of \$1,500+.

### Required GRADUATE Chapter Giving Amount *(based on membership)*

1-50 members	\$250
51-100 members	\$300
101-150 members	\$400
151-200 members	\$500
201-300 members	\$600
301+ members	\$750

**In order to reach Platinum, your Chapter would have to donate:**

1. Your Chapter's required amount listed above
2. **PLUS an additional \$1,000** to reach Gold
3. **PLUS an additional \$1,500** to reach Platinum  
*For a total of \$2,500 additional to reach Platinum*

**Step 1** - Silver = Chapter Contribution | **Step 2** - Gold = Silver + \$1,000 | **Step 3** - Platinum = Gold + \$1,500



## UNDERGRADUATE CHAPTER STATUS GIVING LEVEL RECOGNITION

SILVER LEVEL	GOLD LEVEL	PLATINUM LEVEL
Chapter contribution based on Chapter size.	Chapter contributes an additional \$250-\$499 over and above the applicable Silver Level from any unrestricted source not earmarked for any endowment.	Chapter contributes an additional unrestricted contribution over and above the Gold level of \$250+.

### Required UNDERGRADUATE Chapter Giving Amount *(based on membership)*

1-10 members	\$25
51-100 members	\$50
101-150 members	\$100
151-200 members	\$150

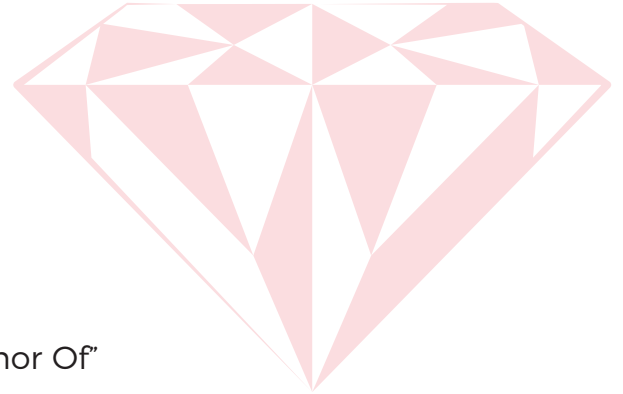
**In order to reach Platinum, your Chapter would have to donate:**

1. Your Chapter's required amount listed above
2. **PLUS an additional \$250** to reach Gold
3. **PLUS an additional \$250** to reach Platinum  
*For a total of \$500 additional to reach Platinum*

**Step 1** - Silver = Chapter Contribution | **Step 2** - Gold = Silver + \$250 | **Step 3** - Platinum = Gold + \$250

# Ways to **DONATE TO EAF**®

- Chapter and Individual Giving
- Chapter Mini Fundraisers
- Corporate Matching Gifts / Workplace Giving
- Corporate Grants
- Wills, Estates, Trusts
- Birthday, Anniversary, Special Occasions – “In Honor Of”
- Giving “In Memory Of”
- Give \$5.00 a Month to EAF Campaign
- Give a % of Your Chapter’s Foundation Fundraising Profits to EAF
- Individual Recurring Online Gifts
- Individual Giving and Recognition Opportunities (refer to EAF Giving Chart)
- Founders’ Society
- Women and Men of Excellence
- Women and Men of Distinction
- EAF Philanthropist Innovator
- The Fellowship Program
- The Endowment Program  
(Green Diamond, Platinum, or President’s Award)
- Workplace Giving (including Federal employees)
- Matching Gift



## Giving the Gift of STOCK AND SECURITIES

Thank you for considering a gift to the Alpha Kappa Alpha Educational Advancement Foundation, Inc.® Please see the information below regarding stock gifts.

### Brokerage Firm

Merrill Lynch Wealth Management  
The Jennings Wohl Group  
Merrill Lynch, Pierce, Fenner and Smith Inc.  
39001 W. 12 Mile Rd. Farmington Hills, MI 48331

### Account Information

DTC# 8862  
Account Number: 8WA-02015  
Account Title: AKA Educational  
Advancement Foundation



### Effective Date and Value of Your Gift

Your gift of stock or publicly traded securities will be valued based on the mean market price of the securities on the gift date. The Educational Advancement Foundation determines your gift date according to the following guidelines:

- By mail, it is the later of the postmark dates of your separately mailed stock certificates and stock powers.
- By electronic transfer, it is the date that the securities enter EAF's account.



Prior to transfer, please complete the bottom portion of this form and email it to Rachel Dixon, rdixon@akaeaf.net so that we may properly credit our records and provide an official receipt for tax records once the stock has been liquidated.

### GIFTS CAN BE MAILED TO:

Educational Advancement Foundation, Inc. / EAF  
5656 South Stony Island Avenue | Chicago, IL 60637

*(please print or type)*

## DONOR INFORMATION

DONOR NAME:

EAF FUND (GENERAL OR ENDOWMENT NAME):

NAME OF STOCK:

# OF SHARES:

TRANSFER DATE:

## RETURN FORM TO: RACHEL DIXON

**BY MAIL:** Educational Advancement Foundation / EAF, Attn: Rachel Dixon  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** rdixon@akaeaf.net  
**BY FAX:** 773-947-0277

# BOARD OF DIRECTORS

## 2022-2024

### OFFICERS



**PRESIDENT**

Danette  
Anthony Reed

**FIRST VICE  
PRESIDENT**

Charletta  
Wilson Jacks



**SECOND VICE  
PRESIDENT**

Alyse Elaine  
Guerrier



**THIRD VICE  
PRESIDENT**

Glenda Glover



**SECRETARY**

Carolyn  
Randolph



**TREASURER**

Karla A. Hall



### AT-LARGE DIRECTORS



**AT-LARGE  
DIRECTOR**

Mildred S.  
Carrethers

**AT-LARGE  
DIRECTOR**

Leslie F.  
Daniel



**AT-LARGE  
DIRECTOR**

Lynn Farris



**AT-LARGE  
DIRECTOR**

Jacquie Jordan



**AT-LARGE  
DIRECTOR**

Jenell Ross



### PARLIAMENTARIAN



Martha  
Perine Beard

### EX-OFFICIO MEMBERS

**AKA®  
EXECUTIVE  
DIRECTOR**

Jacquelyn  
Young



**EAF®  
EXECUTIVE  
DIRECTOR**

Erika V. Everett



### COMMITTEE

**HUMAN  
RESOURCES  
CHAIRMAN**

Lorraine  
Griffin Johnson



*The Alpha Kappa Alpha Educational Advancement Foundation, Inc.® (EAF) is a 501(c)(3) organization, established by Alpha Kappa Alpha Sorority, Inc.®*

*The Foundation and the Sorority share officers, elected by membership of the Sorority, to serve four-year terms.*



# EAF<sup>®</sup> Resource & Action Guide

## MEMBERSHIP



Alpha Kappa Alpha Educational  
Advancement Foundation, Inc.<sup>®</sup>

# MEMBERSHIP NEWS

## 2024 Updates

Our EAF Corporate Office remains committed to promoting lifelong learning with effective operations. We continue to strive to provide outstanding service to our members, sorority, chapters, donors, and students through philanthropy and are delighted to present you with the **2024 EAF Resource & Action Guide**. As you prepare for your 2023 year-end activities, Corporate Office reporting and 2024 program execution, please be reminded that chapters pay EAF dues for regular members with their AKA per capita payments. Currently, the amount remains \$10, and is the same for your chapter life members.

In this mailing, you will find your EAF Resource & Action Guide booklet including new and updated forms, fundraising materials, and scholarship information for the upcoming year. All documents will be available in the relative sections of our **New EAF Website**.

EAF would like to welcome the newest member of our staff, Ms. Velma Williams, as our Membership Coordinator. Upon hire of Ms. Williams and with the growing chapter members per region EAF was able to split the ten regions between staff to be able to effectively manage the needs and request of our members. Below you will find each region and who they are assigned to.

<b>ANTOINETTE JAMES</b> <i>Cash Management Coordinator</i>	<b>VELMA WILLIAMS</b> <i>Membership Coordinator</i>
FAR WESTERN REGION	CENTRAL REGION
INTERNATIONAL REGION	GREAT LAKES REGION
MID-ATLANTIC REGION	MID-WESTERN REGION
NORTH-ATLANTIC REGION	SOUTH CENTRAL REGION
SOUTH ATLANTIC REGION	SOUTH EASTERN REGION

Any questions regarding chapter contributions, regional contributions, Individual contributions etc. please contact the respective person per the designated region.

**Antoinette James**      **Velma Williams**  
**773-947-0026** Ext. 6      **773-947-0026** Ext. 5  
[ajames@akaeaf.net](mailto:ajames@akaeaf.net)      [vwilliams@akaeaf.net](mailto:vwilliams@akaeaf.net)

EAF has a newly updated website that we are excited about. When you visit [www.akaeaf.org](http://www.akaeaf.org) you will find the updated, writable electronic versions of all EAF forms. Please use the new forms which are included in this mailing. If you are unsure of which forms to use, please email us at [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net) for assistance.

EAF will no longer be mailing out contribution receipts; all receipts will be generated electronically and emailed. All contributions over \$25.00 will have a receipt emailed to them. Please make sure we have an updated email address on file.

Lastly, please continue to appoint an **EAF Chapter Captain** for your chapter. Consider adding EAF to your chapter meeting agenda at least quarterly for a brief report from your EAF Chapter Captain on important EAF matters. The EAF Chapter Captain will receive the most updated information and communications on EAF events, initiatives and programs and serve as a liaison between the chapter and the EAF Corporate Office. Please mail all chapter captain forms to Ms. Velma Williams at EAF or email at [vwilliams@akaeaf.net](mailto:vwilliams@akaeaf.net).

**YOUTH Scholarship P.A.C.**  
 APPLICATIONS DUE APRIL 15  
 AKA EAF  
[akaeaf.org/scholarships](http://akaeaf.org/scholarships)

**CHAPTER LEVEL DONATIONS ARE DUE BY FEBRUARY 1ST!**  
 AKA EAF  
 SILVER PLATINUM GOLD

AKA EAF  
**MARRIOTT SCHOLARSHIP**  
 LEARN MORE & APPLY ONLINE AT [akaeaf.org/scholarships](http://akaeaf.org/scholarships)  
 APPLICATIONS DUE MAY 1

DEADLINE FAST APPROACHING!  
**Scholarship APPLICATIONS DUE APRIL 15TH**  
[akaeaf.org/scholarships](http://akaeaf.org/scholarships)  
 AKA EAF



# MEMBERSHIP NEWS

## Workplace Giving & More



ALPHA KAPPA ALPHA EDUCATIONAL ADVANCEMENT FOUNDATION, INC.®



**YOU CAN BE THE FACE OF CHANGE**

Help change the world and support EAF's mission of **PROMOTING LIFELONG LEARNING!**



OUR CFC UNIT CODE IS: 11173

**Learn More & Donate Today at GiveCFC.org**



### WORKPLACE GIVING

CFC is the world's largest and most successful annual workplace charity campaign, raising millions of dollars each year. **Choose the Alpha Kappa Alpha Educational Advancement Foundation as your charity of choice!** Visit [GiveCFC.org](http://GiveCFC.org) to get started with your pledge.

### GIVING TUESDAY

Giving Tuesday is a day of generosity. Join millions around the world on **December 3, 2024** by participating in this day of giving and support the **Educational Advancement Foundation!** Mark your calendars and help spread the word.

ALPHA KAPPA ALPHA EDUCATIONAL ADVANCEMENT FOUNDATION, INC.®

Promoting Lifelong Learning

**DECEMBER 3, 2024**

**GIVING TUESDAY**

[donate.akaeaf.org](http://donate.akaeaf.org)




**COMPANY MATCHING GIFTS CAN DOUBLE YOUR EAF DONATION**

Please check with your company's Human Resources Department to determine if this option is available, and for the required documentation.

SOCIAL MEDIA GRAPHICS WILL BE AVAILABLE FOR CHAPTER CAPTAINS ON OUR NEW WEBSITE!




**YOUTH P.A.C. SERVICE AWARD**

**APPLY TODAY!**

Deadline to Submit Applications: **AUGUST 15**

[www.akaeaf.org](http://www.akaeaf.org)

**GRADUATE Scholarship**



APPLICATION DEADLINE FAST APPROACHING: **AUGUST 15**

[www.akaeaf.org](http://www.akaeaf.org)



**Scholarships ARE NOW OPEN**



[akaeaf.org/scholarships](http://akaeaf.org/scholarships)



**COMMUNITY ASSISTANCE Awards**



APPLICATIONS NOW BEING ACCEPTED!

DEADLINE: **AUGUST 15**

[www.akaeaf.org](http://www.akaeaf.org)



# EAF® GRADUATE CHAPTER CAPTAIN FORM



The following person has been appointed as our EAF Chapter Captain:

*(please print or type)*

## CHAPTER INFORMATION

CHAPTER:

REGION:

ADDRESS:

DO YOU SPONSOR AN UNDERGRADUATE CHAPTER?  YES  NO

**IF YES**

NAME OF CHAPTER:

GRADUATE ADVISOR:

## EAF CHAPTER CAPTAIN INFORMATION

**EAF CHAPTER CAPTAIN NAME:**

TERM: (Starting Month/Year)

-TO-

(Ending Month/Year)

ADDRESS:

PHONE:

EMAIL:

## CHAPTER BASILEUS INFORMATION

BASILEUS NAME:

TERM: (Starting Month/Year)

-TO-

(Ending Month/Year)

ADDRESS:

PHONE:

EMAIL:

## RETURN FORM TO: VELMA WILLIAMS

**BY MAIL:** Educational Advancement Foundation / EAF, Attn: Velma Williams  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [williams@akaeaf.net](mailto:williams@akaeaf.net)  
**BY FAX:** 773-947-0277



# EAF® CHAPTER CAPTAIN

## Roles and Responsibilities

### 1. Be the EAF Ambassador for your GRADUATE CHAPTER by:

- a. Answering questions about the Foundation;
  - b. Being familiar with the methods of giving to EAF and relative recognition levels;
  - c. Be included in the chapter’s meeting agenda on a regular basis (at least quarterly) to share scholarship application deadlines and other information (include articles in the chapter newsletter);
  - d. Encourage members (through creative fundraising methods) to contribute to the Foundation;
  - e. Encourage the chapter participation in the chapter recognition program (Silver, Gold or Platinum Level). Suggest that additional chapter contributions to EAF be included in the chapter’s annual budget.
  - f. Must have access to a computer and viable knowledge of internet communications;
- g. Where applicable, assist the EAF Chapter Captain for the sponsored undergraduate chapter.**

### 2. Represent the chapter at EAF events\* including:

- a. Attend annual member meetings held by the Foundation at Boule and Leadership Seminars;
- b. Attend Regional Conferences and the EAF workshops and committee meetings designed for Chapter Captains;
- c. Attend annual EAF Scholarship & Awards event during Boule and Leadership Seminars;
- d. Participate in conference calls as requested by the EAF Regional Coordinator and/or the EAF Corporate office.

### 3. Be the liaison between EAF and the chapter and community by:

- a. Being familiar with rules governing 501(c)(3) organizations.
- b. Being a resource for community-based organizations regarding grant and scholarship opportunities as well as options for supporting our mission.

*\*Events may be held virtually*

I agree to these roles and responsibilities and will fulfill them to the best of my ability:

SIGNATURE:

DATE:

**RETURN FORM TO: VELMA WILLIAMS**

**BY MAIL:** Educational Advancement Foundation / EAF, Attn: Velma Williams  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [wwilliams@akaeaf.net](mailto:wwilliams@akaeaf.net)  
**BY FAX:** 773-947-0277

# EAF® UNDERGRADUATE CHAPTER CAPTAIN FORM



The following person has been appointed as our EAF Chapter Captain:

*(please print or type)*

## CHAPTER INFORMATION

CHAPTER:

REGION:

ADDRESS:

NAME OF SPONSORING GRADUATE CHAPTER:

NAME OF CHAPTER GRADUATE ADVISOR:

## EAF CHAPTER CAPTAIN INFORMATION

**EAF CHAPTER CAPTAIN NAME:**

TERM: (Starting Month/Year)

-TO-

(Ending Month/Year)

ADDRESS:

PHONE:

EMAIL:

## CHAPTER BASILEUS INFORMATION

BASILEUS NAME:

TERM: (Starting Month/Year)

-TO-

(Ending Month/Year)

ADDRESS:

PHONE:

EMAIL:

## RETURN FORM TO: VELMA WILLIAMS

**BY MAIL:** Educational Advancement Foundation / EAF, Attn: Velma Williams  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [williams@akaeaf.net](mailto:williams@akaeaf.net)

**BY FAX:** 773-947-0277

# EAF® CHAPTER CAPTAIN

## Roles and Responsibilities



### 1. Be the EAF Ambassador for your UNDERGRADUATE CHAPTER by:

- a. Answering questions about the Foundation;
- b. Being familiar with the methods of giving to EAF and relative recognition levels;
- c. Be included in the chapter’s meeting agenda on a regular basis (at least quarterly) to share scholarship application deadlines and other information (include articles in the chapter newsletter);
- d. Encourage members (through creative fundraising methods) to contribute to the Foundation;
- e. Encourage the chapter participation in the chapter recognition program (Silver, Gold or Platinum Level). Suggest that additional chapter contributions to EAF be included in the chapter’s annual budget.
- f. Must have access to a computer and viable knowledge of internet communications;

### g. Working with the EAF Chapter Captain of your sponsoring graduate chapter;

### 2. Represent the chapter at EAF events\* including:

- a. Attend annual member meetings held by the Foundation at Boule and Leadership Seminars;
- b. Attend Regional Conferences and the EAF workshops and committee meetings designed for Chapter Captains;
- c. Attend annual EAF Scholarship & Awards event during Boule and Leadership Seminars;
- d. Participate in conference calls as requested by the EAF Regional Coordinator and/or the EAF Corporate office.

### 3. Be the liaison between EAF and the chapter and community by:

- a. Being familiar with rules governing 501(c)(3) organizations.
- b. Being a resource for community-based organizations regarding grant and scholarship opportunities as well as options for supporting our mission.

*\*Events may be held virtually*

I agree to these roles and responsibilities and will fulfill them to the best of my ability:

SIGNATURE:

DATE:

**RETURN FORM TO: VELMA WILLIAMS**

**BY MAIL:** Educational Advancement Foundation / EAF, Attn: Velma Williams  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [wwilliams@akaeaf.net](mailto:wwilliams@akaeaf.net)  
**BY FAX:** 773-947-0277

# CHAPTER CONTRIBUTION FORM



Must be postmarked by February 1, 2024 *(please print or type)*

## CHAPTER & LEADERSHIP INFORMATION

CHAPTER: \_\_\_\_\_

REGION: \_\_\_\_\_

DATE: \_\_\_\_\_

CHAPTER BASILEUS: \_\_\_\_\_

CHAPTER ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CHAPTER CAPTAIN'S NAME: \_\_\_\_\_

CHAPTER CAPTAIN'S PHONE: \_\_\_\_\_

CHAPTER CAPTAIN'S EMAIL: \_\_\_\_\_

**UNDERGRADUATE  
CHAPTERS ONLY**

GRADUATE ADVISOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

### Chapter Contributions Guide

#### Graduate (Silver Level)

1-50 members	\$250
51-100 members	\$300
101-150 members	\$400
151-200 members	\$500
201-300 members	\$600
301+ members	\$750

#### Undergraduate (Silver Level)

1-10 members	\$25
11-25 members	\$50
26-50 members	\$100
51+ members	\$150

## CONTRIBUTION INFORMATION

**Chapter contributions postmarked by 2/1/2024 will receive chapter recognition during regional conference.**

**Platinum Formula:** Graduate Chapters = Silver + \$2,500 | Undergraduate Chapters = Silver + \$500

**1. SILVER LEVEL** = Chapter Contribution based on the Chapter size (see above guide). \$ \_\_\_\_\_

**2. GOLD LEVEL** = **Graduate Chapter:** Chapter contributes an additional \$1,000-\$1,499 over and above the applicable Silver Level from any unrestricted source not earmarked for any other fund. | **Undergraduate Chapter:** Chapter contributes an additional \$250-\$499 over and above the applicable Silver Level from any unrestricted source not earmarked for any other fund. \$ \_\_\_\_\_

**3. PLATINUM LEVEL** = Chapter contributes an additional unrestricted contribution over and above the Gold Level (\$1,500 graduate chapters and \$250 undergraduate chapters.) \$ \_\_\_\_\_

**4. INDIVIDUAL DONATIONS\*** = (see the Individual Chapter Donation Form.) \$ \_\_\_\_\_

*\*Individual donations over \$250 should not be included in chapter contributions. These contributions will receive separate recognition at Boule/Leadership events.*

**5. WORKPLACE GIVING (CFC)** = Dollars will not be recognized until the following year. \$ \_\_\_\_\_

If individual donations are to be considered as part of the chapters' contribution, please complete the attached supplement to this form.

**These donations cannot be credited to any other fund.**

**TOTAL  
ENCLOSED \$**

**MAKE CHECKS PAYABLE TO EAF**

**MAKE TWO COPIES OF THIS FORM AND RETURN ORIGINAL FORM TO EAF**

• **SAVE ONE FOR YOUR RECORDS**

• **MAIL ORIGINAL FORM TO:** Educational Advancement Foundation /  
EAF, 5656 South Stony Island Avenue | Chicago, IL 60637

• **SEND ONE TO YOUR REGIONAL COORDINATOR**

INTERNAL USE ONLY

CHECK #:

AMOUNT: \$

DATE  
RECEIVED:TOTAL  
SUBMITTED: \$

# INDIVIDUAL CHAPTER CONTRIBUTION FORM

*(Attach to the Chapter Contribution Form for Chapter Level Donations)*



**INSTRUCTIONS:**

1. *Print or type all reports. Name, Address, City, State, Zip must appear on this form for data processing.*
2. *Give full name and full address, including zip code.*
3. *Retain a copy for your chapter file and send original to EAF.*
4. *Mail all EAF reports and contributions to: 5656 South Stony Island Avenue, Chicago, IL 60637*

**CHAPTER & LEADERSHIP INFORMATION**

CHAPTER:	REGION:	DATE:
MAILING ADDRESS:		
CHAPTER BASILEUS:	PHONE:	
<b>CHAPTER CAPTAIN:</b>	PHONE:	
GRADUATE ADVISOR:	PHONE:	

**INDIVIDUAL CONTRIBUTION INFORMATION**

	FULL NAME	ADDRESS	CITY, STATE, ZIP	DONATION
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$
11				\$
12				\$
13				\$
14				\$
15				\$

**MAKE CHECKS PAYABLE TO EAF** – To list additional individuals, please continue this form on the next page.

**TOTAL DONATIONS**  
(PAGE 1) \$ \_\_\_\_\_

# INDIVIDUAL CHAPTER CONTRIBUTION FORM

(continued)



## CHAPTER INFORMATION

CHAPTER: \_\_\_\_\_

REGION: \_\_\_\_\_

## INDIVIDUAL CONTRIBUTION INFORMATION

	FULL NAME	ADDRESS	CITY, STATE, ZIP	DONATION
16				\$
17				\$
18				\$
19				\$
20				\$
21				\$
22				\$
23				\$
24				\$
25				\$
26				\$
27				\$
28				\$
29				\$
30				\$
31				\$
32				\$

**MAKE CHECKS PAYABLE TO EAF**

or go online to [donate.akaef.org](https://donate.akaef.org)

Check if you have sent your donation in online.

**TOTAL DONATIONS (PAGE 2)** \$ \_\_\_\_\_

**TOTAL SUBMITTED** \$ \_\_\_\_\_

(TOTAL FROM PAGES 1 & 2)

### RETURN FORM WITH CHECK(S) OR ELECTRONIC DONATION TO EAF:

**BY MAIL:** Educational Advancement Foundation / EAF  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [akaef@akaef.net](mailto:akaef@akaef.net)  
**BY FAX:** 773-947-0277



# INDIVIDUAL DONATION FORM

(Indicate giving level by checking one of the boxes below)



## INDIVIDUAL INFORMATION

NAME:		DATE:
ADDRESS:		<input type="checkbox"/> Check if this is a change of address
PHONE:	EMAIL:	
AMOUNT ENCLOSED: \$	<p><b>MAKE CHECKS PAYABLE TO EAF</b> or go online to <b>donate.akaeaf.org</b></p> <input type="checkbox"/> Check if you have sent your donation in online.	

## GIVING LEVEL & DETAILS

<input type="checkbox"/> <b>INDIVIDUAL DONATION</b>	Contributions Over \$250 Listed in Annual Report
<input type="checkbox"/> <b>EAF PHILANTHROPIST INNOVATOR (\$500)</b>	History Book, EAF Lapel Pin, Listed in Annual Report, EAF Event Recognition
<input type="checkbox"/> <b>WOMEN &amp; MEN OF DISTINCTION (\$750)</b>	Specially Etched Gift, Listed in Annual Report & Recognition Wall in EAF Office, EAF Event Recognition
<input type="checkbox"/> <b>WOMEN &amp; MEN OF EXCELLENCE (\$1,000)</b>	Personally Etched Plaque, Listed in Annual Report & Recognition Wall in EAF Office, EAF Event Recognition
<input type="checkbox"/> <b>FOUNDERS' SOCIETY (\$2,500)</b>	Personally Etched Plaque, Listed in Annual Report & Recognition Wall in EAF Office, EAF Event Recognition

**CFC\*** I have signed-up for workplace giving in the amount of \$ \_\_\_\_\_

**\*Combined Federal Campaign donations are recognized the following year. Include copy of CFC payroll deduction form.**

## ENDOWMENT CONTRIBUTIONS – STOP! – USE INDIVIDUAL ENDOWMENT CONTRIBUTION FORM

EAF continues to be the sole source of support other than student loans for many of our student recipients. In addition, the community-based organizations and individual projects funded through our Community Assistance Award (CAA) program are often overlooked by other funding sources. During 2022 the Foundation awarded \$495,000 in scholarships and community assistance awards.

*Thank You For Your Support!*

## RETURN FORM WITH CHECK(S) OR ELECTRONIC DONATION TO EAF:

**BY MAIL:** Educational Advancement Foundation / EAF  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net)  
**BY FAX:** 773-947-0277

**QUESTIONS? CONTACT EAF – PHONE:** 773-947-0026 | **EMAIL:** [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net) | **WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

# REGIONAL COORDINATORS

## 2022-2024



**NORTH ATLANTIC**

Arla J. Bentley



**SOUTH CENTRAL**

Robyn S. McCormick



**EXECUTIVE DIRECTOR**

Erika V. Everett

**MID-ATLANTIC**

Crystal D. Lander



**CENTRAL**

Deondra R. Wardelle



**FINANCE MANAGER**

Gregory Williams



**SOUTH ATLANTIC**

Crystal Pruitt



**MID-WESTERN**

April F. Sutherland



**CASH MANAGEMENT COORDINATOR**

Antoinette James



**GREAT LAKES**

Chiquita V. White



**FAR WESTERN**

Johari H. Leaks



**ENDOWMENT PROGRAM COORDINATOR**

Rachel Dixon



**SOUTH EASTERN**

Toni W. Franklin



**INTERNATIONAL**

Marcelle G. Yhap



**PROGRAM COORDINATOR**

Schoquilla "Que" Coleman



**MEMBERSHIP COORDINATOR**

Velma Williams



*Soaring to Greater Heights*  
**OF ACADEMIC ACHIEVEMENT**



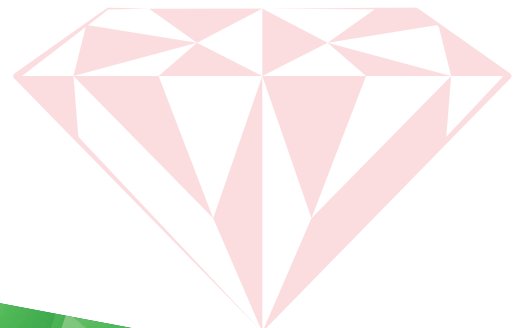
# EAF<sup>®</sup> Resource & Action Guide

**SCHOLARSHIP**



Alpha Kappa Alpha Educational  
Advancement Foundation, Inc.<sup>®</sup>

# SCHOLARSHIP NEWS

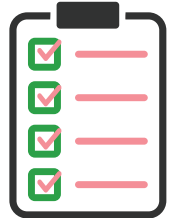


## Scholarship Corner

# HOW TO APPLY FOR ALL SCHOLARSHIPS

Please note that ALL Scholarships open in January of each year; however, deadlines are listed below.

Eligibility information can be found on our website at [www.akaeaf.org](http://www.akaeaf.org).



The process to apply is simple:

1. Go to the EAF website at [www.akaeaf.org](http://www.akaeaf.org).
2. Click on the Scholarship, Endowments or Fellowships Tab.
3. Click on the link to access the scholarship portal to establish your scholarship profile.
4. Complete your online application including all required attachments.



Deadline for applications is:

- Undergraduate students – April 15
- Graduate students – August 15
- Community Assistance grants – August 15
- Endowment scholarships – **No Deadline**
- Fellowship Awards – April 15 (*even-numbered years only*)

Please note that EAF® scholarships are open to **all college students** (including international students). This includes but is **not** limited to members of Alpha Kappa Alpha Sorority, Inc.®, and their dependents.

### Youth Partners in Accessing Capital (Youth P.A.C.)

Youth Partners in Accessing Capital (Youth P.A.C.) awards are open to undergraduate members of Alpha Kappa Alpha Sorority who are at least a sophomore, have a 3.0 GPA or better, and exemplify leadership and volunteer service. **Applications for Youth P.A.C. scholarships are due April 15.**

### Scholarship Fact Sheets

Scholarship Fact Sheets contain updated information about the types of scholarships we offer and can be found under the **SCHOLARSHIPS** tab at [www.akaeaf.org](http://www.akaeaf.org).

#### FOR MORE INFORMATION –

**CONTACT:** Schoquilla “Que” Coleman, Program Coordinator  
Phone: (773) 947-0026 Ext. 7 | Email: [Scoleman@akaeaf.net](mailto:Scoleman@akaeaf.net)

**VISIT OUR WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

# General Scholarship Fact Sheet

## UNDERGRADUATE STUDENTS

Applications may be found on the *Scholarships Tab* of our website at [www.akaeaf.org](http://www.akaeaf.org).



### SCHOLARSHIP TYPES

- Merit
- Financial Need\*
- Thrive^
- Launch

*\*If applying for a Financial Assistance Scholarship please fill out the Financial Need Analysis form. ^If applying for a Thrive (Gap) Scholarship, please include a copy of your Award Letter from a Financial Aid Office confirming gap. **Note: Max scholarship will not exceed \$1,000.***

### Objective

Our focus is to provide undergraduate college students at the sophomore level or higher access to financial support based on academic merit or financial need. Many local chapters of Alpha Kappa Alpha Sorority, Inc.® provide the counter-support of financial aid to entering college freshmen students.

### Eligibility

High school students and college freshmen are not eligible and should not apply. Prior general scholarship recipients are not eligible.

### Criteria

The following general criteria is a summary and applies to all award categories:

- Undergraduates must be currently enrolled full-time with at least a sophomore standing at an accredited degree-granting institution. Online and accelerated classes are accepted.
- Demonstrated exceptional academic achievement, financial need and/or tuition gap.
- Demonstrated and documented leadership, volunteer, civic and academic services.

### Selection

Awardees will be notified in August. This is a blind process (without knowledge of who the applicant is), to ensure fairness and objectivity. Recommendations for awards are subject to final approval by the Alpha Kappa Alpha Educational Advancement Foundation Board of Directors.

**\*Thrive Scholarship deadline only – March 1, 2024 | All other UG application deadlines – April 15, 2024**  
**Applications must be submitted electronically via online portal by 11:59 p.m. CST.**

### FOR MORE INFORMATION –

**CONTACT:** Schoquilla “Que” Coleman, *Program Coordinator*  
 Phone: (773) 947-0026 Ext. 7 | Email: [Scoleman@akaeaf.net](mailto:Scoleman@akaeaf.net)

**VISIT OUR WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

**Additional Award Information:** *Qualified expenditures include: tuition, room/board, coursework fees, books and supplies (paper, notebooks, computers, electronic media, etc); local transportation (e.g., to/from/at school), including bus fare, mileage, auto expense, parking, and tolls. **These are one-time awards. Please do not apply if you have previously been awarded one of our general scholarships.***

# General Scholarship Fact Sheet

## GRADUATE STUDENTS

The Alpha Kappa Alpha Educational Advancement Foundation, Inc.® (EAF) provides funds to advance education in fulfillment of its mission: **“To promote lifelong learning.”** This is accomplished by securing charitable funds to award scholarships and grants.

The Foundation provides financial support to graduate students, post-freshman students and non-profit organizations serving diverse groups. Foundation scholarships and grants are awarded without regard to gender, race, creed, age, sexual orientation, ethnicity or disability.



Applications may be found on the **Scholarships Tab** of our website at [www.akaeaf.org](http://www.akaeaf.org).

### SCHOLARSHIP TYPES

- Merit
- Financial Need\*

*\*If applying for a Financial Assistance Scholarship please fill out the Financial Need Analysis form.*

### Criteria

The following general criteria is a summary and applies to all award categories:

- Must be currently enrolled full-time (depends on your school’s qualifications) at an accredited degree-granting institution. Online and accelerated classes are accepted.
- Graduate students must plan to continue their academic pursuits in the fall of the grant year.
- Demonstrated exceptional academic achievement/or financial need.
- Leadership, volunteer, civic and academic services.

### Selection

Awardees will be notified by December. This is a blind process (without knowledge of who the applicant is), to ensure fairness and objectivity. Recommendations for awards are subject to final approval by the Alpha Kappa Alpha Educational Advancement Foundation Board of Directors.

**Application Deadline – August 15, 2024**

### FOR MORE INFORMATION –

**CONTACT:** Schoquilla “Que” Coleman, *Program Coordinator*  
Phone: (773) 947-0026 Ext. 7 | Email: [Scoleman@akaeaf.net](mailto:Scoleman@akaeaf.net)

**VISIT OUR WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

**Additional Award Information:** Qualified expenditures include: tuition, room/board, coursework fees, books and supplies (paper, notebooks, computers, electronic media, etc); local transportation (e.g., to/from/at school), including bus fare, mileage, auto expense, parking, and tolls. **These are one-time awards. Please do not apply if you have previously been awarded one of our general scholarships.**



# CRITERIA FOR EAF® GENERAL SCHOLARSHIP

*Please read all instructions carefully before completing an application form.*

**TO AVOID DISQUALIFICATION, PLEASE COMPLY WITH ALL REQUIREMENTS FOR THE AWARD YOU ARE SEEKING.**

MERIT	FINANCIAL NEED-BASED	THRIVE	LAUNCH
<p>Merit scholarships are typically awarded to students with academic excellence, athletic, or artistic achievements. These scholarships are awarded to students who have high grades, leadership roles, and involvement in community service.</p> <ul style="list-style-type: none"> <li>• Full-time student</li> <li>• Sophomore or beyond (undergraduate students)</li> <li>• Currently enrolled in an accredited degree granting institution or accepted if applying as a graduate student.</li> <li>• Minimum GPA of 3.0 (B average)</li> <li>• Demonstrates community service and involvement</li> </ul>	<p>Financial need-based scholarships are defined as financial aid given to students on the basis of financial need. Students may qualify for need-based scholarship funds if they come from low-income backgrounds, and qualification is usually determined based on family income.</p> <ul style="list-style-type: none"> <li>• Full-time student</li> <li>• Sophomore or beyond (undergraduate students)</li> <li>• Currently enrolled in an accredited degree granting institution</li> <li>• Minimum GPA of 2.5 (C+ average)</li> <li>• Demonstrates community service and involvement</li> </ul>	<p>A new award category, <b>Thrive</b> scholarships will be awarded to <b>undergraduate</b> students who have a financial gap in tuition and need assistance to move to the next level of their education or to graduate from college. These awards will not exceed \$1,000 per student.</p> <ul style="list-style-type: none"> <li>• Full-time student</li> <li>• Sophomore or beyond</li> <li>• Currently enrolled in an accredited degree granting institution or accepted if applying as a graduate student.</li> <li>• Minimum GPA of 2.5 (C+ average)</li> <li>• Demonstrates community service and involvement</li> </ul>	<p>A new award category, <b>Launch</b> scholarships will be awarded to <b>undergraduate</b> students who typically do not qualify for either the merit-based or needs-based scholarships. These students are experiencing a financial shortfall and need support to pursue their education. These students may also have success in athletic or artistic achievements and demonstrate leadership.</p> <ul style="list-style-type: none"> <li>• Full-time student</li> <li>• Sophomore or beyond (undergraduate students)</li> <li>• Currently enrolled in an accredited degree granting institution</li> <li>• Minimum GPA of 2.5 (C+ average)</li> <li>• Demonstrates community service and involvement</li> </ul>

**NOTE: These are one-time awards. Please do not apply if you have received a general scholarship from EAF in the past. You may apply to more than one, however, you can only receive one general scholarship. Visit our website for additional scholarship opportunities.**

## A COMPLETE ONLINE APPLICATION CONTAINS:

### Undergraduate:

- Completed online application form including personal statement
- Two (2) letters of recommendation (must not be dated earlier than **January 2024**)
- Official transcript(s) from all colleges that you have attended with cumulative GPA listed. Please open, scan, and add as an attachment.
- Financial Needs Analysis (**if applying for a Financial Needs Award**)
- Copy of tuition bill that shows less than \$1,000 owed to graduate or move to the next academic level (**if applying for a Thrive (Gap) Award**)

### Graduate:

- Completed online application form
- Documentation of Project/Research, scholarly pursuit etc. (Two (2) double-spaced typewritten pages max.)
- Two (2) letters of recommendation (must not be dated earlier than **January 2024**)
- Official transcript(s). Please open, scan, and add as an attachment.
- Financial Needs Analysis (**if applying for a Financial Needs Award**)
- If first time Graduate student, please include a copy of your **acceptance letter**



# Youth Partners in Access to Capital – YOUTH P.A.C. FACT SHEET

Applications may be found on the **Scholarships Tab** of our website at [www.akaeaf.org](http://www.akaeaf.org).

The Alpha Kappa Alpha Educational Advancement Foundation.® (EAF) Youth P.A.C. Program began as a vision in 1997 to involve young people in the philanthropic process. The Foundation's leadership knew that creating a program to channel youth philanthropic commitment to mankind would pay large dividends in the future, in the form of trained, capable leadership.

The mission of the AKA Youth P.A.C. Program is to promote healing, nurturing, learning, and uplifting of youth by assisting in developing lifelong learning skills. This will be accomplished by providing awards and scholarships that support these issues.

## Objective

To develop leadership among undergraduates in the areas of criteria development, evaluation, and fund management. To establish a specific relationship between undergraduates and the Educational Advancement Foundation (EAF).

## Eligibility

Active undergraduate sorors, sophomores or above, holding a 3.0 GPA and demonstrating leadership, volunteer, and civic services.



## Selection Process

**Applicant selection** is done by the Youth P.A.C. Committee. **Recommendations** by the committee are subject to final approval by the Alpha Kappa Alpha Educational Advancement Foundation Board of Directors.

### Youth P.A.C. Service Awards

Service Awards are one-time/one-year awards to AKA undergraduate chapters implementing platforms of Alpha Kappa Alpha Sorority, Inc.®:

- Empower Our Families
- Enhance Our Environment
- Uplift Our Local Community
- Build Our Economic Wealth
- Advocate for Social Justice
- Strengthen Our Sisterhood

This is an excellent opportunity for undergraduate chapters to experience grant writing and community service. Applications are available online.

### Youth P.A.C. Scholarship Deadline

- **April 15, 2024**
- **Applications must be electronically submitted by 11:59 p.m. CST**

### Youth P.A.C. Service Award Deadline

- **April 15, 2024**
- **Applications must be electronically submitted by 11:59 p.m. CST**

## FOR MORE INFORMATION –

**CONTACT:** Schoquilla “Que” Coleman, *Program Coordinator*  
Phone: (773) 947-0026 Ext. 7 | Email: [Scoleman@akaeaf.net](mailto:Scoleman@akaeaf.net)

**VISIT OUR WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

# Youth Partners in Access to Capital – YOUTH P.A.C. SCHOLARSHIP APPLICATION INSTRUCTIONS AND GUIDELINES

*Please read all instructions carefully before completing the application form.*

**APPLICATIONS MUST BE ELECTRONICALLY SUBMITTED BY APRIL 15, 2024, 11:59 p.m. CST.**

## A Complete Application Packet Contains:

- Personal goal statement
- Two (2) current letters of recommendation that must not be dated earlier than January 2024.
- Official transcript(s) from all colleges that you have attended with cumulative GPA listed **(please open, scan, and add as an attachment)**.

*NOTE: This is a one-year/one-time only scholarship. Do not apply if you have received a general award from EAF in the past.*

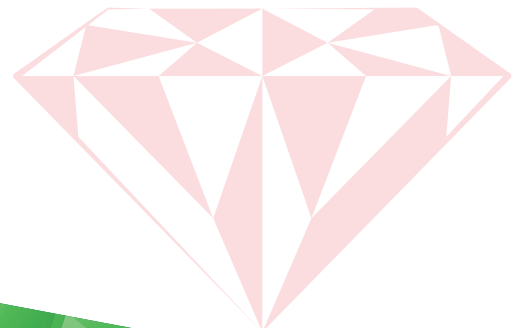


## Eligibility:

- Be an active undergraduate member of Alpha Kappa Alpha Sorority, Inc.® at an accredited campus-based degree granting institution.
- Continuing a program of education in this or any other degree granting institution.
- Have a minimum GPA of 3.0 [at least a B average].
- Must demonstrate leadership, volunteer, and civic engagements.

## Criteria:

- Submit two letters of recommendation: One from an instructor and the other from one who can attest to your personal character and attributes. Neither should come from a relative or peer.
- Personal goal statement: Please include in your statement, how your goals support the Alpha Kappa Alpha Educational Advancement Foundation Youth P.A.C. mission to promote healing, nurturing, learning, and uplifting of youth by assisting in the development of lifelong learning skills. **Submit no more than two double-spaced pages between 100 and 250 words.**



# COMMUNITY ASSISTANCE AWARD FACT SHEET

The Alpha Kappa Alpha Educational Advancement Foundation, Inc.® (EAF) provides funds to advance education in fulfillment of its mission: **“To promote lifelong learning.”** This is accomplished by securing charitable funds to award scholarships and grants.

The Foundation provides financial support to graduate students, post freshman students and non-profit organizations serving diverse beneficiaries. Foundation scholarships and grants are awarded without regard to gender, race, creed, age, sexual orientation, ethnicity, or disability. Applications may be found on our website at [www.akaeaf.org](http://www.akaeaf.org).

Applications may be found on the *Scholarships Tab* of our website at [www.akaeaf.org](http://www.akaeaf.org).

## Community Assistance Awards

Community Assistance Awards are one-time awards to non-profit organizations implementing projects addressing one of the programmatic thrusts of Alpha Kappa Alpha Sorority, Inc.®:

- Empower Our Families
- Build Our Economic Wealth
- Enhance Our Environment
- Advocate for Social Justice
- Uplift Our Local Community
- Strengthen Our Sisterhood

*Awards amounts may vary from requested budget.*

## Deadline

- **August 15, 2024**
- **Applications must be submitted electronically via online portal by 11:59 p.m. CST.**



## Selection Process

Awardees will be notified by December. This is a blind process (without knowledge of who the applicant is), to insure fairness and objectivity. Recommendations by the panels are subject to final approval by the Alpha Kappa Alpha Educational Advancement Foundation Board of Directors.

## FOR MORE INFORMATION –

**CONTACT:** Schoquilla “Que” Coleman, *Program Coordinator*  
Phone: (773) 947-0026 Ext. 7 | Email: [Scoleman@akaeaf.net](mailto:Scoleman@akaeaf.net)

**VISIT OUR WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

# COMMUNITY ASSISTANCE AWARD APPLICATION

## INSTRUCTIONS AND GUIDELINES

Please read all instructions carefully before you begin to submit documents. All documents submitted become the property of the Alpha Kappa Alpha Educational Advancement Foundation, Inc.® It is the responsibility of the applicant to submit a complete proposal packet. The Foundation will not assume responsibility for or attempt to join materials submitted separately.

### The Community Assistance Award may be awarded to non-profit organizations for the following purposes:

1. Attendance at seminars, leadership development workshops and conferences.
2. Professional development in education and leadership affairs
3. Seed money to develop a project to address a specific initiative of the Alpha Kappa Alpha Sorority, Inc.® International Programs.

### Instructions

The awards will be announced in December 2024. Award amounts may vary from requested budget.

**All applications must be typewritten and double-spaced.** The applicant must submit two letters of support and other supporting documents, budget, and narrative, not to exceed five (5) typewritten pages, double-spaced. Additionally, provide a copy of your IRS 990 or audit.



#### The narrative should include:

- Name of project/activity
- Need or rationale
- Objectives
- Procedure
- Number of participants assisted by this program
- Target audience
- Relationship to Alpha Kappa Alpha Sorority, Inc. Program Initiative
- Expected benefits
- Method of evaluation (with proper timeline)

#### The budget must include:

- Total funds for the project/activity
- Delineate the use of requested funds
- Funds from other sources (if applicable)

Within 90 days of completion of project/activity, a final report must be filed with the Educational Advancement Foundation which includes the actual budget expenditures and accomplishments.

**\*\*This is a one-time award. An organization that has received an award from AKA EAF in the past is not eligible to apply.**



# EAF<sup>®</sup> Resource & Action Guide

**ENDOWMENT/  
FELLOWSHIP**



Alpha Kappa Alpha Educational  
Advancement Foundation, Inc.<sup>®</sup>

# Endowment & Fellowship

## FREQUENTLY ASKED QUESTIONS

### 1. What is an Endowment?

An endowment is a permanently restricted fund, governed by state law that lives in perpetuity. The donated principal amount of the endowment cannot be disbursed. Disbursements are made from interest income earned on the account.

### 2. Why should I set-up an Endowment?

An endowment lives forever, beyond the donor's lifetime. The greater the endowment, the more interest is earned, and the more scholarships can be awarded to recipients, allowing us to **Soar to Higher Heights in Academic Achievement**.

### 3. Is there a way to give money to EAF® without going through an endowment?

**Yes.** Individual contributions may be made to EAF at any time. A Fellowship is a temporarily restricted fund that is set-up to distribute scholarships. The principal may be disbursed during even numbered years. When the balance of the Fellowship fund falls below \$250, it is closed.

### 4. If I set-up a Fellowship, will I receive an award?

**No.** There is no Endowment Program award for Fellowship. However, Individuals who donate at the following levels will be recognized:

- **EAF Philanthropist** – \$500
- **Women & Men of Distinction** – \$750
- **Women & Men of Excellence** – \$1,000
- **Founder's Society** – \$2,500

### 5. When can I make disbursements from an Endowment?

Disbursements from an endowment can be awarded to scholarship recipients the year following when there is sufficient interest income earned in the endowment account. For example, **IF** a \$25,000 endowment earned 3% interest. The endowment would earn \$750. The total balance would = 25,750. \$750 is available for disbursement award. If no disbursement is made, the \$25,750 continues to earn interest.

### 6. What are the changes to the EAF® Endowments?

The following changes were made to the EAF Endowment program. An endowment is now initiated at \$5,000. An endowment initiated **after** January 1, 2024, is now capitalized at \$25,000. Endowments that reach \$25,000 will receive the Green Diamond Award. Two additional levels were established. Endowment Donors will be recognized with the Platinum Award when the endowment reaches \$50,000. The President's Award will be made to donors when the endowment reaches \$100,000.

### 7. Why were changes made to the EAF® Endowments?

Creating the Alpha Kappa Alpha Educational Advancement Foundation, Inc.® was the method by which Alpha Kappa Alpha Sorority, Inc.® sought to ensure that there would **always** be support for education, one of its oldest programs of service. Simply put, if we are not earning interest on established funds, we cannot meet our objective. Our objective is to support education in perpetuity. When funds were capitalized at the lower levels, we were not able to utilize the funds for disbursement for scholarships because, by law – the principal can not ever be disbursed. By raising the award levels, we are now able to incentivize donors to give more so that we can earn more interest and give away more scholarships.

### 8. I had previously set-up an endowment fund prior to January 1, 2023 with a goal to reach \$20,000. Will my fund be capitalized at \$20,000?

Yes. As of November 1, 2022, we currently have 99 uncanceled permanently restricted funds. When these funds, which were established prior to January 1, 2023, reach \$20,000 – they will be capitalized.

**OTHER QUESTIONS? CONTACT EAF — PHONE:** 773-947-0026  
**EMAIL:** akaeaf@akaeaf.net | **WEBSITE:** www.akaeaf.org



# ENDOWED SCHOLARSHIP FUND AGREEMENT



**NAME OF FUND:** \_\_\_\_\_

**REGION FOR RECOGNITION:** \_\_\_\_\_

**PURPOSE:** Indicate why the fund was established (e.g. in memory of a loved one; to perpetuate lifelong learning in a region; support students in a particular field of study, etc.)

\_\_\_\_\_

**ELIGIBILITY:** The fund was initiated in (mm/dd/yy) \_\_\_\_\_ through a gift of \$ \_\_\_\_\_  
(A minimum of \$5,000 is required to initiate a fund) to provide assistance to: **(Check all that apply)**

Males  Females  Graduate  Undergraduate  GPA  Major  College  State  
 Region  Members of AKA Only

**FUNDING:** The fund will grow through contributions by \_\_\_\_\_

To anticipate capitalization (reach \$25,000 principal) by year \_\_\_\_\_ **(Funds are to be capitalized in ten years from the date of initiation. If for some reason, I cannot meet this obligation I will notify EAF.)**

**AWARDS:** Once "capitalized," awards may be made based on the actual interest and dividends accrued on the principal, less the inflation factor, for the prior fiscal year. Each Endowment account will be assigned its pro rata portion of the year's net earnings. This amount will be determined by the annual audit and shared with eligible donors on their annual statement. Based on available earnings, I would like for awards to be made:  
 Annually  Biennially Commencing: \_\_\_\_\_

**REPORTS:** The Foundation's annual statement of account as appropriate should be forwarded to the endowment holder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ADDITIONAL REPORTS AUTHORIZED TO:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**INITIAL DONOR:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**WHEN CAPITALIZED AWARD RECIPIENT INFORMATION:** Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that all endowed scholarship awards must be consistent with the Foundation's award policy; the principal shall remain in perpetuity; and the payout is based only on the net earnings of the fiscal year preceding the award period. Once capitalized, the holder will be presented the Green Diamond Award at the next National EAF Event held at the Leadership Seminar or Boule.

SIGNATURE:

Endowment Holder

DATE:

Foundation President

## RETURN SIGNED AGREEMENT TO EAF:

**BY MAIL:** Educational Advancement Foundation / EAF  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** akaeaf@akaeaf.net  
**BY FAX:** 773-947-0277



# FELLOWSHIP AGREEMENT

**NAME OF FELLOWSHIP:** \_\_\_\_\_

**REGION FOR RECOGNITION:** \_\_\_\_\_

**PURPOSE:** This Fellowship shall support students in a particular field of study (i.e. Lupus Disease, Non-Violent Alternatives, Math/Science) or Personal background (i.e. Foster Child) etc.:  
 \_\_\_\_\_  
 \_\_\_\_\_

**NARRATIVE TOPIC:** Indicate what the narrative statement topic should include:  
 \_\_\_\_\_  
 \_\_\_\_\_

**ELIGIBILITY:** The fund was initiated in (mm/dd/yy) \_\_\_\_\_ through a gift of \$ \_\_\_\_\_  
 (A minimum of \$1,000 is required) to provide assistance to: (Check all that apply)  
 Males  Females  Graduate  Undergraduate  GPA  Major  College  State  
 Region  Members of AKA Only  Other \_\_\_\_\_


**FUNDING:** The Fellowship will grow through contributions submitted to EAF designated for this Fellowship Fund. It is understood that these funds will not be invested.

**AWARDS:** Fellowships will be awarded during the even numbered year. The amount of the award will be determined by the Administrator or designated group. Written notification of the Awardee(s) shall be sent to EAF. The Administrator shall notify EAF at least 30 days in advance to request the check for the award.

**REPORTS:** The Foundation's annual statement of account as appropriate should be forwarded to the Fellowship Administrator.  
 Address: \_\_\_\_\_  
 City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CLOSURE:** If the Fellowship Fund reaches a minimum of \$250.00 or less and no additional funds are contributed into the fund within a twelve month period, EAF has the right to transfer the funds to the Foundation's general scholarship fund.

*I understand that all Fellowship awards must be consistent with the Foundation's award policy.*

SIGNATURE: _____ <i>Fellowship Administrator</i>	DATE: _____	 _____ <i>Foundation President</i>
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**RETURN SIGNED AGREEMENT TO EAF:**

<b>BY MAIL:</b> Educational Advancement Foundation / EAF 5656 South Stony Island Avenue   Chicago, IL 60637	<b>BY EMAIL:</b> akaeaf@akaeaf.net <b>BY FAX:</b> 773-947-0277
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# FELLOWSHIP AWARD APPLICATION

## INSTRUCTIONS AND GUIDELINES

***Please read all instructions carefully before completing an application form.***

All documents submitted become the property of the Alpha Kappa Alpha Educational Advancement Foundation, Inc.® (EAF) It is the responsibility of the applicant to submit a complete application. EAF will not assume responsibility for or attempt to join materials submitted separately.

Fellowship Awards do not require enrollment in an academic institution. These awards help to improve the lives of others by funding research and projects with practical application. We have 59 fellowships ranging in the following areas:

- Business
- Childhood Development
- Global Issues
- Leadership
- STEM
- Education
- Human Services
- Health/Science



### Instructions

Attachments must include:

- Application
- Narrative (no more than 2 pages)
- Official Transcripts (if applicable)
- Budget
- Two letters of support and other support materials

### Narrative (to include):

- Name of project/activity
- Need or rationale
- Objectives
- Procedure
- Number of participants assisted by this program
- Target audience
- Expected benefits
- Method of evaluation (with proper timeline)

### Budget:

- Total funds for the project/activity
- Delineate the use of requested funds
- Funds from other sources (if applicable)

### Deadline:

- **Applications are due April 15 of each even numbered year.**
- **The awards will be announced in August 2024. Award amounts may vary.**

### FOR MORE INFORMATION –

**CONTACT:** Rachel Dixon, EAF Endowment Program Coordinator  
Phone: (800) 653-6528 Ext. 10 | Email: rdixon@akaeaf.net

**VISIT OUR WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

## Non-Profit Chapter Assistance Program

# NCAP<sup>SM</sup> INFORMATION

Alpha Kappa Alpha Sorority, Inc.® and Alpha Kappa Alpha Educational Advancement Foundation, Inc.® (EAF) are committed to ensuring that chapters and members have maximum opportunities to raise money for scholarships and community projects while operating within the regulations governing the respective organization's IRS classification.

Small to medium sized AKA chapters are encouraged to partner with EAF by establishing an EAF NCAP Scholarship Endowment in the chapter's name.



### Program Benefits:

- EAF is a 501(c)(3) entity with a not-for-profit tax-deductible status; chapters are 501(c)(7).
- Increases EAF visibility and awareness throughout the Sorority and the communities served.
- Increases fund-raising opportunities and resources, due to the favorable tax treatment provided to 501(c)(3) organizations.

### How It Works:

Chapters raise money for scholarships and forward at least half of the net proceeds to EAF for their NCAP endowment. Donations may also be sent directly to the Foundation, designating the contribution in the chapter's name (endowment). When the NCAP endowment fund reaches \$25,000, it is capitalized, and the chapter can award scholarships from interest and dividends accrued minus a small administrative fee.

### Eligibility:

NCAP endowments are only available to those chapters that have attained Silver level status or higher within EAF. See the EAF Chapter Contribution Form for instructions on chapter level giving.

### Governance/Required Documentation:

- NCAP Memorandum of Understanding (MOU) executed between the Sorority, EAF and the participating chapter.
- NCAP Endowment Fund Agreement executed between EAF and the participating chapter.

### Compliance:

The NCAP program is intended to operate within the regulations governing the respective organization's IRS classification. EAF is committed to ensuring that AKA chapters and members have maximum opportunities to raise money for scholarships while maintaining IRS compliance.

## *“Soaring to Greater Heights of Academic Achievement”*



### Chapter Benefits:

- Eliminates the expense and annual record-keeping associated with forming a not-for-profit foundation.
- Allows easier management of scholarship awards by small to medium-sized chapters with NO 501(c)(3) foundation of its own.
- Allows chapters to award scholarships in their local area.
- Allows your chapter supporters to donate to your local fundraising initiatives and receive charitable contribution tax treatment for those donations. Chapters are given EAF branded receipts to use for donations made directly to the chapter.

### Once Established:

- At \$5,000, the chapter's endowment will be included in EAF's robust, diverse investment portfolio, earning interest that will help grow the endowment.
- At \$25,000, the endowment is capitalized, and the chapter will be able to grant scholarships and other awards from the annual interest (net of fees) earned by the endowment.

### Chapter Scholarship Management:

- Set eligibility criteria (applications received by EAF are forwarded to chapter)
- Determine selection (judging) process and committee
- Select scholarship recipient(s)
- Send signed check request form for EAF to award, notify and mail scholarship checks directly to students or schools. Checks also can be sent to the chapter for direct presentation to the students.

**If you are interested in obtaining more information about partnering with EAF and AKA to establish an NCAP Endowment, contact your Chapter's EAF Captain, EAF Regional Coordinator, and/or send an email to [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net).**



# Non-Profit Chapter Assistance Program NCAP<sup>SM</sup> MEMORANDUM OF UNDERSTANDING



This Memorandum of Understanding (“MOU”) is entered into this \_\_\_\_\_-day of \_\_\_\_\_, 20\_\_\_\_ by and between Alpha Kappa Alpha Educational Advancement Foundation, Inc.<sup>®</sup> (EAF), Alpha Kappa Alpha Sorority, Inc.<sup>®</sup> (Sorority), and \_\_\_\_\_ Chapter of Alpha Kappa Alpha Sorority, Inc. (Chapter) to govern the Chapter and EAF regarding the endowment hereby established by the Chapter (NCAP Endowment) for the purpose of awarding scholarships to recipients identified by the Chapter.

## PARTIES TO THE MOU AGREE TO BE BOUND BY THE FOLLOWING TERMS:

### Chapter’s Responsibilities:

1. In order for the Chapter to be eligible to enter into this MOU, the Chapter must have attained (and maintain annually until the MOU is terminated) the Silver level or higher, i.e., make an annual contribution to EAF at least \$250-\$750 (based on the Chapter’s size) in addition to membership dues.
2. The Chapter shall report its membership level and contributions to EAF annually on the appropriate forms provided to the Chapter by EAF. EAF will monitor the Chapter’s membership regularly to ensure the Chapter is in compliance.
3. The Chapter must make an initial minimum contribution to its NCAP endowment of at least five thousand dollars (\$5,000.00).
4. The Chapter will not be allowed to make any scholarships from the NCAP fund until the balance in the NCAP endowment totals twenty-five thousand dollars (\$25,000.00) at which point the endowment will be considered capitalized. The Chapter must achieve capitalization (i.e., principal balance of \$25,000.00) within ten (10) years of the date of this MOU. This MOU shall automatically terminate in the event the Chapter fails to capitalize the NCAP within ten years of the date of this MOU and the funds will revert to the EAF General Scholarship Fund.
5. Upon capitalization, scholarship awards may be made from the actual interest and dividends accrued on the principal in the NCAP fund net of investment expenses, provided that, the Chapter shall not be allowed to make any scholarship awards that deplete the NCAP fund to a total of less than twenty-five thousand dollars (\$25,000.00).
6. If the Chapter engages in fund raising activities that mention EAF or its NCAP endowment fund, the Chapter must submit at least fifty percent (50%) of the net proceeds raised to EAF as contributions to the principal of the endowment.
7. The Chapter must use EAF’s designated (triplicate) receipt for all funds received from individuals, corporations, and other organizations pursuant to any solicitation that mentions EAF or the NCAP endowment fund.
  - a. One copy of each receipt must be submitted to EAF along with the Chapter’s check(s) or the donor’s check(s).
  - b. The Chapter must submit documentation to EAF accounting for any funds retained by the chapter that were used for charitable purposes (i.e., local scholarship awards or awards to students or community organizations or as seed money for the next fundraiser).
8. The Chapter shall retain control and authority for selecting and designating scholarship award recipients from the NCAP endowment fund account.
  - a. The Chapter shall forward the names of such recipients and the corresponding dollar amount of the award to EAF. EAF shall be responsible for sending the appropriate checks to the recipient or the Chapter, at the Chapter’s option, under the terms and conditions of this Agreement.
9. To facilitate donor recordkeeping in accordance with the IRS regulations, the Chapter shall issue a receipt to each individual or corporation making a contribution. The Chapter will be required to use EAF’s pre-printed Charitable Contribution Receipt (“Receipt”) for all funds received through any fundraising activities that mention EAF or the NCAP. Additional packs of Receipts will be provided to the Chapter by EAF as needed upon request.
10. If the Chapter chooses to have EAF administer the Chapter’s scholarship application and selection process, the Chapter will make such arrangements with EAF staff.
11. The Chapter shall develop objective, non-discriminatory criteria regarding scholarship awards the Chapter designates under the NCAP.



**EAF Responsibilities:**

- 12. EAF shall retain one percent (1%) of the proceeds contributed by the Chapter to its NCAP endowment fund to cover the management and administrative costs associated with maintaining and administering the NCAP fund.
- 13. EAF shall provide the Chapter with annual statements showing the balance in the NCAP endowment account, including all contributions received, interest and dividends accrued, and awards paid out.

**Termination of the MOU:**

- 14. This MOU shall continue in existence until modified or terminated by either party. Any modification shall be approved by both parties.
- 15. This MOU shall automatically terminate in the event that the Chapter fails to capitalize the NCAP within ten years of the date of this MOU, and the funds on deposit in the NCAP will revert to EAF's General Fund for the purpose of awarding scholarships because the funds were solicited under EAF's 501(c)(3) designation.
- 16. EAF may terminate this MOU in the event the Chapter does not adhere to the responsibilities listed in this MOU, and the funds on deposit in the NCAP fund will revert to EAF's General Fund for the purpose of awarding scholarships because the funds were solicited under EAF's 501(c)(3) designation.
- 17. If the Chapter desires to terminate this MOU and NCAP endowment, it shall do so in writing to the EAF Executive Director. The funds on deposit in the NCAP endowment fund will revert to EAF's General Fund for the purpose of awarding scholarships because the funds were solicited under EAF's 501(c)(3) designation.

# SIGNATURE PAGE

*This MOU represents the full understandings of the parties and cannot be modified or amended without the express written approval of both parties. Nothing in this provision will prohibit EAF from exercising the authority governing NCAP endowments under this MOU or other agreements as it is related to the overall administration of endowment accounts.*

*By signing below, the parties acknowledge their mutual understanding and agree to be bound by the terms and conditions as set forth in this N.C.A.P. Memorandum of Understanding.*

<p><b>Alpha Kappa Alpha Educational Advancement Foundation, Inc.®</b></p> <p>BY: _____</p> <p>TITLE: Executive Director</p>	<p><b>Alpha Kappa Alpha Sorority, Inc.®</b></p> <p>BY: _____</p> <p>TITLE: Executive Director</p>
---	---

**Chapter of Alpha Kappa Alpha Sorority, Inc.®**

BY: \_\_\_\_\_

TITLE: Chapter Basileus

*\*Electronic signatures will not be accepted. Must be physically signed.*

**RETURN COMPLETED MOU AND NCAP FUND AGREEMENT TO EAF:**

<b>BY MAIL:</b> Educational Advancement Foundation / EAF 5656 South Stony Island Avenue   Chicago, IL 60637	<b>BY EMAIL:</b> <a href="mailto:akaeaf@akaeaf.net">akaeaf@akaeaf.net</a> <b>BY FAX:</b> 773-947-0277
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# Non-Profit Chapter Assistance Program **NCAP<sup>SM</sup> FUND AGREEMENT**



CHAPTER:	REGION:
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**PURPOSE OF FUND:**

**FUND NAME:**

**ELIGIBILITY:** The fund was initiated in (mm/dd/yy) \_\_\_\_\_ by the Chapter with the amount of \$\_\_\_\_\_ *(A minimum of \$5,000 is required to initiate a fund)* and the Chapter has executed a Memorandum of Understanding (MOU) with EAF and Alpha Kappa Alpha Sorority, Inc.®

**CRITERIA:** (Specify or Attach) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FUNDING:** The Fund will grow through contributions made by chapter and individual fundraising. If the Chapter engages in fundraising activities than mention EAF or the Fund, the Chapter must submit at least 50% of the proceeds raised to EAF as contributions to the principal of the Fund.

**CAPITALIZATION:** The Chapter anticipates that the Fund will be capitalized (i.e., reach \$25,000 in principal) by (year) \_\_\_\_\_. (Funds must be capitalized within ten years of the initiation date stated above or the principal will revert to EAF general fund.)

**AWARDS:** Once capitalized, awards may be made from the Fund based on the actual interest and dividends accrued on the Fund’s principal, less an inflation factor, and administrative fees, for the prior fiscal year. (EAF will assign each endowment account it’s pro rata portion of annual net earnings as determined by the annual audit and reported to the Chapter in its bi-annual statements.)  
**Based on available earnings, the Chapter plans to make awards:**  Annually  Biennially

**REPORTS:** EAF will provide the Chapter a bi-annual statement for the Fund account. The statement will be sent to the Chapter’s Basileus at the address on record for the Chapter.


**SOLICITING:** The Chapter must use EAF’s designated receipt for all funds received from individuals and corporation pursuant to any solicitation that mentions EAF or the Fund. A copy of each receipt must be submitted to EAF along with the Chapter’s contribution. If the amount of the check(s) submitted by the Chapter is less than the total of the receipts, the Chapter must submit documentation to EAF accounting for the difference and certifying that the funds were used for charitable purposes (e.g. awards to 501(c)(3) organizations) or reasonable fundraising expenses.

**CHECK REQUESTS:** The Chapter shall provide EAF 30 days advance notice when requesting checks for award recipients. Checks will be mailed to the person/entity designated in the request (recipient or Chapter).



# SIGNATURE PAGE

The Chapter understands that: endowed scholarship award criteria must be consistent with EAF policies; the Fund principal shall remain on deposit with EAF in perpetuity even if the Fund is not capitalized; and award payouts are limited to the Fund's net earnings for the fiscal year preceding the award. Once the Fund is capitalized, the Chapter will receive the Green Diamond Award at an EAF event during the next Leadership Seminar or Boule.

SIGNATURE:	DATE:	
Endowment Holder		Foundation President

**MAKE CHECKS PAYABLE TO EAF** or go online to **donate.akaef.org**

Check if you have sent your donation in online.

**RETURN COMPLETED MOU AND NCAP FUND AGREEMENT  
ALONG WITH CHECK(S) OR ELECTRONIC DONATION TO EAF:**

**BY MAIL:** Educational Advancement Foundation / EAF  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** akaef@akaef.net  
**BY FAX:** 773-947-0277

**QUESTIONS? CONTACT EAF** — **PHONE:** 773-947-0026 | **EMAIL:** akaef@akaef.net | **WEBSITE:** www.akaef.org



# CHAPTER ENDOWMENT DONATION FORM



## CHAPTER & CONTACT INFORMATION

CHAPTER:	REGION:	DATE:
CHAPTER ADDRESS:		
PHONE:	EMAIL:	
CHAPTER BASILEUS:	GRADUATE ADVISOR: <i>(Undergraduate Chapters Only)</i>	
<b>FORM COMPLETED BY:</b>	POSITION IN CHAPTER: <i>(President, EAF Captain, etc.)</i>	
PHONE:	EMAIL:	

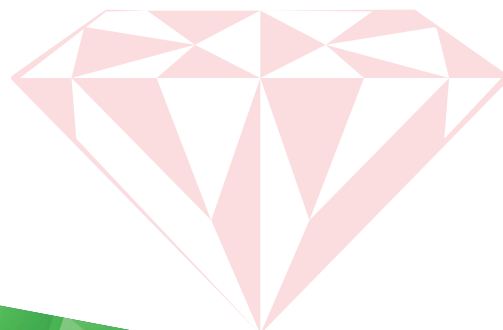
## DONATION INFORMATION

ENDOWMENT NAME:	<p><b>MAKE CHECKS PAYABLE TO EAF</b> or go online to <b>donate.akaeaf.org</b></p> <input type="checkbox"/> Check if you have sent your donation in online.
DONATION AMOUNT: \$	

**FOR DONATIONS BY INDIVIDUALS TO ENDOWMENTS – STOP! – USE INDIVIDUAL ENDOWMENT DONATION FORM**

RETURN FORM WITH CHECK(S) OR ELECTRONIC DONATION TO EAF:	
<b>BY MAIL:</b> Educational Advancement Foundation / EAF 5656 South Stony Island Avenue   Chicago, IL 60637	<b>BY EMAIL:</b> akaeaf@akaeaf.net <b>BY FAX:</b> 773-947-0277

**QUESTIONS? CONTACT EAF – PHONE:** 773-947-0026 | **EMAIL:** akaeaf@akaeaf.net | **WEBSITE:** www.akaeaf.org





# INDIVIDUAL ENDOWMENT DONATION FORM



## INDIVIDUAL & CONTACT INFORMATION

NAME:	REGION:	DATE:
ADDRESS:		<input type="checkbox"/> Check if this is a change of address
PHONE:	EMAIL:	

## DONATION INFORMATION

ENDOWMENT NAME:

DONATION AMOUNT: \$

**MAKE CHECKS PAYABLE TO EAF**  
or go online to **donate.akaeaf.org**

Check if you have sent your donation in online.

- I would like information on how to start an Endowed Scholarship Fund.
- I would like to receive information regarding Planned/Estate Giving.

**INDIVIDUAL DONATIONS – STOP! – USE INDIVIDUAL DONATION FORM**

*EAF continues to be the sole source of support other than student loans for many of our student recipients. During 2023, the Foundation awarded over \$2 million in endowment scholarships.*

*Thank You For Your Support!*

**RETURN FORM WITH CHECK(S) OR ELECTRONIC DONATION TO EAF:**

**BY MAIL:** Educational Advancement Foundation / EAF  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net)  
**BY FAX:** 773-947-0277

**QUESTIONS? CONTACT EAF – PHONE:** 773-947-0026 | **EMAIL:** [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net) | **WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)

# ENDOWMENT/ FELLOWSHIP FUND

## CHECK REQUEST



***\*Please request at least 30 days before presentation***

### CHECK REQUEST INFORMATION

DATE REQUESTED:	DATE NEEDED:	AMOUNT OF CHECK: \$
NAME OF FUND:		<input type="checkbox"/> ENDOWMENT <input type="checkbox"/> FELLOWSHIP
REQUESTED BY:		
PHONE:	EMAIL:	

### CHECK DETAILS & MAILING INFORMATION

**CHECK MADE PAYABLE TO:** *(Student, school, or organization only)*

NAME:

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STREET ADDRESS/PO BOX:

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CITY:	STATE:	ZIP:
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PHONE:

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SPECIAL MAILING INSTRUCTIONS:  
*(Chapter, Endowment Holder, etc.)*

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### APPROVALS

APPROVED BY:	TITLE:	DATE:
REGIONAL DIRECTOR SIGNATURE: <i>(when applicable)</i>		DATE:

### RETURN REQUEST TO EAF AT LEAST 30 DAYS BEFORE CHECK IS NEEDED

**BY MAIL:** Educational Advancement Foundation / EAF  
5656 South Stony Island Avenue | Chicago, IL 60637

**BY EMAIL:** [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net)  
**BY FAX:** 773-947-0277

**QUESTIONS? CONTACT EAF** — **PHONE:** 773-947-0026 | **EMAIL:** [akaeaf@akaeaf.net](mailto:akaeaf@akaeaf.net) | **WEBSITE:** [www.akaeaf.org](http://www.akaeaf.org)



# Promoting Lifelong Learning



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Visit our website for all resources included in this packet. Download electronic versions of forms, fundraising/marketing materials, additional information, and more!

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**CONTACT INFORMATION:**

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