**Poultry Science Association Hatchery**

**“Brooder” Development Award**

The PSA Hatchery is a student organization of the Poultry Science Association whose objective is to provide for the educational, social, and academic/industrial advancement of its student members. The intended purpose of the award is to help students further develop their organizations and the college by organizing events, activities and conferences that would not be financially viable without the use of the additional funding from the award.

*Eligibility:*

Applications may be submitted by current PSA student members as outlined in the Hatchery constitution. Awards must have an advisors signature, which may be a faculty or staff member in the submitting students department. PSA reserves the right to disqualify applications if reimbursement is a violation of United States law.

*Application:*

The student organization shall submit a completed application addressing each of the criteria listed below and a detailed budget (see attached); **applications must be signed by both the student organization's leader and an advisor.**

* Applications must include a detailed description of the intended use
* Applications must include the budget sheet for the intended project/activity
* No more than (1) award per University per academic year will be given
* After a selected organization uses the money, a detailed summary is required along with all receipts for expenses

*Selection criteria:*

The organization applying for the award must answer the following in the “Description of project/activity” part of the application (attached):

1. What is the *potential value* of the proposed project/activity to students?
2. The proposed project must be likely to *achieve the goals* stated by the organization applying. What are the goals of the project/activity? ***If the project is not completed and documented within the semester of proposed project date(s), awarded funds shall not be given***

*Procedures for Submitting Proposals*

Each interested organization will apply with an electronic copy to the PSA Hatchery email at psahatchery@gmail.com. Organizations will need to submit the application (attached) outlining the project or activity the money will be used toward **and** the budget sheet (attached) showing the need of funding.

Applications for funding a project/activity or event that has taken place prior to the application review by the Council will not be considered.

*Proposal Review*

After submission, the Hatchery Advisory Committee will review each submitted application and confirm that each has met the requirements of the award and will ultimately help benefit the students as a whole. Those applications meeting the requirements will be contacted with the decision (accept/decline) and notified to move on in the award process.

*Award Distribution*

Depending on the number of applications and requested funds, the Hatchery Advisory Committee will take a vote to determine how much money is allocated and to what organization(s). Once the Selection Committee's decision has been made, each organization will be contacted within the week. The award money will be distributed by PSA in accordance with receipts that match the original award approval. It is imperative original receipts are kept and mailed to PSA at 701 Devonshire Drive, C-51 Champaign, IL 61820

*Follow-Up:*

After the selected organization(s) have finished the project/activity the award money was given toward, a summary of the event shall be submitted. The summary should give an overview of what the project/activity was and how the award money was beneficial. It should also include pictures of the event/activity.

(PLEASE TYPE)

**Poultry Science Association Hatchery**

**“Brooder” Development Award Application**

**College/University:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Intended Project/Activity to use the Money:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of project/activity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Leader(s)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Advisor**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #:\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of project/activity (please relate to the specific criteria found under the selection criteria heading):

**BUDGET FOR THE PROJECT/ACTIVITY**

**Income-** *Please list the income/money set aside for this specific project/activity* (e.g., fundraisers, membership dues, attendance/entry fees, academic college/departmental support, corporate donations, other student organizations, etc.):

**Expenses-***Please include the items and expected expenses for each item that will be needed to bake the project/activity functional* (i.e., publicity, printing and mailing charges, AV equipment, room charge, transportation, lodging, registration fees, etc.):

Total amount requested from PSA: $\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Student Date Signature of Advisor Date

