Thank you for your interest in GIRLS Academy. Kappa Kappa Gamma expects that a chapter will sponsor each GIRLS Academy. The chapter may choose to have an alumnae association or local alumnae co-sponsor the event. A chapter can choose to fund GIRLS Academy on its own. The program is not dependent upon an alumnae association and chapter to co-host. If you choose to co-host, each entity must work together to provide funding, planning, logistics, implementation and cleanup. The total cost for hosting a GIRLS Academy is $2,750. The hosting entities (i.e., the chapter, alumnae association and/or local alumnae) must raise these funds. These costs do not cover food for the event. The hosts will be responsible for purchasing all meals and snacks served at the event.

Kappa will be emphasizing post-mentoring events. Each chapter must plan, coordinate and execute two post-mentoring events within six weeks and six months of the event. A portion of the funds raised will cover the cost of the post-mentoring events.

This application includes two narrative portions. All hosts must collaborate on these narratives to ensure each party can uphold assurances in the application.

The financial contract is included with your application. A $500 deposit must be sent once you are selected to host. The check must be submitted within 14 days of selection notification.

The application deadline for hosting an event the following fall term is Nov. 15. Applicants are selected by Dec. 1. Deposits are due by Dec. 15.

The application deadline for hosting an event the following spring term is June 1. Applicants are selected by June 15. Deposits are due by June 30. **Please contact** [**education@kappa.org**](mailto:education@kappa.org) **with any concerns about these requirements.**

Please note: Chapters selected for GIRLS Academy are prohibited from hosting or co-hosting an event with alcohol the same weekend as GIRLS Academy.

Applications and financial contracts should be emailed to [education@kappa.org](mailto:education@kappa.org).

**General Information**

A chapter may choose to collaborate with an alumnae association. If collaborating with an association, please include the association’s information. If you are not, please only include information about the local alumnae.

|  |  |
| --- | --- |
| Chapter: Click to enter text | President: Click to enter text |
|  |  |
| Cellphone: Click to enter text | Email: Click to enter text |

|  |  |
| --- | --- |
| Association: Click to enter text | President: Click to enter text |
|  |  |
| Cellphone: Click to enter text | Email: Click to enter text |

|  |  |
| --- | --- |
| Local alumna: Click to enter text |  |
|  |  |
| Cellphone: Click to enter text | Email: Click to enter text |

|  |  |
| --- | --- |
| Local alumna: Click to enter text |  |
|  |  |
| Cellphone: Click to enter text | Email: Click to enter text |

If you are choosing to work with an alumnae association or local alumnae, explain why. Additionally, please provide examples of recent joint events and accomplishments, including awards and recognition.

Click to enter text

The host must provide the names of two people who will act as the Chapter Coordinator and Alumna Coordinator for this event. Details about their roles and responsibilities can be found in the Event Staff Manual.

**Chapter Coordinator (chapter member)**

|  |  |
| --- | --- |
| Name: Click to enter text |  |
|  |  |
| Cellphone: Click to enter text | Email: Click to enter text |

**Alumna Coordinator (alumna member)**

|  |  |
| --- | --- |
| Name: Click to enter text |  |
|  |  |
| Cellphone: Click to enter text | Email: Click to enter text |

In addition, the alumnae association must provide an On-Site Area Coordinator. This individual will be responsible for organizing the event with the middle school. This person cannot also be the Alumna Coordinator. Details about this role can be found in the Event Staff Manual.

**On-Site Area Coordinator (alumna member)**

|  |  |
| --- | --- |
| Name: Click to enter text |  |
|  |  |
| Cellphone: Click to enter text | Email: Click to enter text |

**Calendar Information**

GIRLS Academy can take place on weekends during September through November or February through April. Please propose at least three dates the chapter is available to host.

1. Click to enter a date
2. Click to enter a date
3. Click to enter a date

**Community Information**

In fewer than 500 words, describe how GIRLS Academy will benefit your community, the chapter and local alumnae. Potential topics can include community demographics, poverty, current educational success, parent engagement, and adolescent issues.

Click to enter text

**Fundraising**

The chapter, alumnae association and local alumnae must work together to raise $2,750 to offset the program costs. The partnering middle school is not charged for this program. Using percentages, indicate what the chapter expects to contribute and what the alumnae association expects to contribute. Please keep in mind that all funds must be donated 60 days before your event.

|  |  |
| --- | --- |
| **Example** | Sponsoring chapter: | 35% |
| **Example** | Sponsoring alumnae association (if applicable): | 65% |
|  |  |
| Sponsoring chapter: | Click to enter percentage |
| Sponsoring alumnae association (if applicable): | Click to enter percentage |

In fewer than 500 words, please describe the planned fundraising activities and timeline, including individual donations.

Click to enter text

**Approval Checklist**

|  |  |  |
| --- | --- | --- |
|  | The chapter has agreed and voted to host GIRLS Academy. | |
|  | The chapter has determined if it will be working with a local association or local alumnae. | |
|  | If the chapter is working with a local association, it has notified the association and the association has provided its support of this program in writing. | |
|  | The hosts have read and agreed to the responsibilities detailed in the Event Staff Manual. | |
|  | The chapter has had the necessary conversations and been granted approval by the: | |
|  |  | Chapter President |
|  |  | Chapter Treasurer/Vice President Finance |
|  |  | Advisory Board Chairman or Chapter Council Adviser |
|  |  | Association President (if applicable) |
|  |  | Association Treasurer (if applicable) |
|  |  | Local alumnae (if applicable) |
|  |  | Leadership Development Specialist |
|  |  | District Director |

The chapter will host a GIRLS Academy in conjunction with: (check those that apply)

|  |  |
| --- | --- |
|  | Click to enter text Alumnae Association |
|  | Local alumnae |

**Attachments**

Statement of need (if necessary)

**Financial Contract**

The following information will help outline your financial commitment to GIRLS Academy. If the chapter is accepted to host, an initial payment of $500 is due within two weeks of the acceptance date. The entities outlined in the financial section of this application are responsible for the remaining $2,250, which is due **60 days before your event**. The total amount of $2,750 covers the expenses listed below. Every chapter receives a $750 Foundation grant supplementation for its GIRLS Academy to keep the costs lower.

**GIRLS Academy Budget**

|  |  |
| --- | --- |
| Travel for lead facilitators | $700 |
| School facility rental, utilities and administrator stipend | $500 |
| Participant workbooks | $350 |
| T-shirts for 50 participants and 30 event staff | $500 |
| Additional materials, supplies and giveaways | $200 |
| Printing and copying | $100 |
| Postage and delivery | $150 |
| Administrative costs | $500 |
| Post-mentoring activity expenses | $500 |
| Foundation grant supplementation | -$750 |
| **Total program costs** | **$2,750** |

The On-Site Area Coordinator is responsible for tracking all cash, check, credit card and in-kind donations. The online tracking tool is available at [www.kappa.org/girls-academy](http://www.kappa.org/girls-academy) to monitor all donations. The On-Site Area Coordinator is also responsible for coordinating meals which can be purchased out of pocket or from donations. Details about this can be found in the Event Staff Manual.

All unused or excess funds donated to GIRLS Academy will remain in the Kappa Kappa Gamma Foundation GIRLS Academy Fund and will be used for the GIRLS Academy program in general.

Should you cancel your event after your deposit has been submitted or funds have been sent to the Foundation, no money will be returned to the chapter and/or donors. By submitting this application, you agree to the terms of this financial contract.

Submit a $500 deposit to the Kappa Kappa Gamma Foundation within 14 days of notification that your chapter has been selected to host. **No money is due at the time of application.** Make the check payable to the Kappa Kappa Gamma Foundation and mail it to:

Kappa Kappa Gamma Foundation

6640 Riverside Drive, Suite 200

Dublin, Ohio 43017