

# Phi Alpha Chapter Service Award Overview

**Purpose:** The Phi Alpha Chapter Service Award furthers the general purposes of Phi Alpha. It has been established to recognize and reward chapter achievement in fulfilling the core values of Phi Alpha Honor Society and the social work profession. It provides a means to reward quality, effective, and active Phi Alpha chapters and to encourage further chapter involvement.

**Eligibility:** All undergraduate and graduate Phi Alpha chapters registered with the National Office.

**Application process:** The application packet can be downloaded via a Word format at [phialpha.org](http://phialpha.org). Click *Phi Alpha Chapter Service Award*. The application packet consists of: (1) *Phi Alpha Chapter Service Award Cover Sheet* which lists the contact information of the chapter president and chapter advisor and (2) *Phi Alpha Chapter Service Award Report Form* which lists the service activity categories. A signed *Phi Alpha Chapter Service Award Cover Sheet* should be mailed to the National Office and an electronic *Phi Alpha Chapter Service Award Cover Sheet* cover sheet should accompany the *Phi Alpha Chapter Service Award Report Form*. Reports should be submitted in Times New Roman font with font size 12. Completed *Phi Alpha Chapter Service Award Report Forms* and *Phi Alpha Chapter Service Award Cover Sheet* should be sent by the faculty advisor as an e-mail attachment to the National Office at [maasbrad@etsu.edu](mailto:maasbrad@etsu.edu). The signed cover sheet and any supporting materials should be sent to: Phi Alpha Chapter Service Award Program, c/o Tammy Hamilton, East Tennessee State University, P.O. Box 70679, Johnson City, Tennessee 37614. The application deadline is May 30<sup>th</sup>.

**Chapter report:** Chapters will report on their service activities over a 12-month period of May 1<sup>st</sup> through April 30<sup>th</sup>. Areas that will be reported include chapter activities to recognize and promote academic achievement, the social work profession, community involvement, and humanitarian ideals.

**Judging:** A tiered review process will be used to make award decisions. Applications will be scored based on the extent chapters have addressed and excelled in the activities categories listed on the *Phi Alpha Chapter Service Award Report Form*. Judging will be conducted by a volunteer group of Phi Alpha advisors and faculty members.

**Awards:** Four awards of \$500 will be issued annually. Award recipients will be announced by September 1<sup>st</sup>. The check, made payable to the Phi Alpha chapter, will be forwarded within fifteen days of the final decision. The awards can be used to further chapter mission and goals. Selected chapters will also receive an engraved plaque recognizing their accomplishment. Winning submissions will be posted on the Phi Alpha web site.