



EHS | ENGLISH HONOR SOCIETIES

REGENTS FUND REQUEST

Chapter Information			
In what Region is your Chapter located?	☐ Eastern ☐ Far Western ☐ High Plains ☐ Midwestern ☐ Southern ☐ Southwestern ☐ Sigma Kappa Delta		
Advisor Name:			
Advisor Email:			
Event Information			
Event Type:	☐ Multi-Chapter event ☐ Common Reader event ☐ Spotlight Author event ☐ Other (Explain below)		
(Description of Other, as needed):			
Event Host Chapter:			
Event date(s):			
Event location(s):			
Description of how funds will be (were) used:			
Required Documentation			
Please include these as separate attachments. Awards will be delayed until all of the following have been received:	☐ A cover letter , signed by the Chapter Advisor (or sent from the Advisor's email address) confirming the activity or event took place. ☐ A narrative , not to exceed 500 words, describing the activity or event. ☐ A list of all participating persons or groups , including chapters represented. ☐ Any pertinent supplemental materials (event program, flyers, website, photos, social media posts, campus news story , etc.).		
Payment Information			
Amount requested:			
Payee name:			
Payee's role (guest speaker, advisor, etc.):			
Payee email address:			
<i>Please complete the mailing address section ONLY if your payee is unable to accept ACH payments.</i>			
Payee mailing address (paper check requests only): Please provide a physical street address.	Street address 1:		
	Street address 2:		
	City, State, Zip:		
Submission			
Submit this form and all attachments directly to your Regent for review and approval. The Regent will review the request, let the Advisor know if there are any questions, and submit the materials to the Central Office for the approved payment amount. Once the Central Office has received the email and attachments from the Regent, a payment will be sent for the approved dollar amount to the name and address listed on this form. Requests sent to the Central Office without Regent approval or without the attachments will be returned.			
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