



# SIGMA TAU DELTA

INTERNATIONAL ENGLISH HONOR SOCIETY

*Transforming the World with Words*

english.org

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## REGENTS FUND REQUEST

In what Region is your Chapter located?	<input type="checkbox"/> Eastern <input type="checkbox"/> Far Western <input type="checkbox"/> High Plains <input type="checkbox"/> Midwestern <input type="checkbox"/> Southern <input type="checkbox"/> Southwestern
Event Type:	<input type="checkbox"/> Multi-Chapter event <input type="checkbox"/> Common Reader event <input type="checkbox"/> Spotlight Author event <input type="checkbox"/> Other (Explain below)
(Description of Other, as needed):	
Advisor Name:	
Advisor Email:	
Event Host Chapter:	
Amount requested:	
Description of how funds will be (were) used:	
Event date(s):	
Event location(s):	
Payee name:	
Payee mailing address:	
Who is the payee? (guest speaker, Advisor, etc.)	
If the amount is over \$600, please provide an email address for W-9/1099 purposes, as applicable.	

<p><b>Be sure to attach in a single PDF:</b></p>	<input type="checkbox"/> a cover letter, signed by the Chapter Advisor (or sent from the Advisor's email address) confirming the activity or event took place; <input type="checkbox"/> a narrative, not to exceed 500 words, describing the activity or event; <input type="checkbox"/> a list of all participating persons or groups, including chapters represented; and <input type="checkbox"/> pertinent supplemental materials (event program, flyers, website, social media posts, campus news story, etc.).
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**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 check will be sent for the approved dollar amount to the name and address on this form. **Requests sent to the Central Office without Regent approval will be returned.**

<input type="checkbox"/> Eastern: Dr. Felicia Steele steele@tcnj.edu	<input type="checkbox"/> Far Western: Dr. Michaelann Nelson michaelann.nelson@usu.edu
<input type="checkbox"/> High Plains: Dr. Mary Clai Jones mjones@csc.edu	<input type="checkbox"/> Midwestern: Dr. Amy Gates gates-a@mssu.edu
<input type="checkbox"/> Southern: Dr. Heidi Williams hwillia4@Tnstate.edu	<input type="checkbox"/> Southwestern: Dr. Sonia Brown sbrown@philander.edu