ALPHA KAPPA DELTA
Certification Form & Acknowledgement
Student Member Research Travel Grant

1. Department and Chapter Awareness: My Sociology Department and Department Chair are aware of the travel for which AKD funding is being requested. I understand that payment for expenses incurred by the traveling party and the behavior of the individuals participating in the trip are the responsibility of the Department and/or the individuals participating in the trip. No charges may be made in the name of Alpha Kappa Delta ("AKD"), and AKD will not be responsible for such charges.

2. Funding Limits: I understand that AKD will provide **up to $600 per student**, with a maximum of **$1,800 per chapter per academic year**, through the Student Member Research Travel Grant; and I understand that the amount requested may not be the amount approved. Available funding is prorated based on the number of eligible requests received by the AKD Executive Office.

3. Chapter Eligibility: I understand that funding from AKD is contingent upon the chapter being **active and in good standing** with the AKD Executive Office. I understand that funding from AKD is contingent upon the submission and completion of all required AKD and/or federal requirements, including the chapter's **Employer Identification Number (EIN)** information and any required forms, documentation, or letters.

5. Student Membership: I understand that each student must be an **AKD member before the applicable funding deadline**. Membership applications may be submitted with the travel grant application.

6. Presentation Requirement: I understand that each funded student must present a **paper or poster at an approved regional sociology meeting**.

7. Travel Release Forms: I understand that a completed **AKD Travel Release Form must be submitted for each individual receiving travel funding**. If the Executive Office does not receive the required Travel Release Forms before travel, AKD funding will not be provided.

8. Responsibility for the Trip: I understand that responsibility for the trip and the conduct of the traveling party rests with the Department and/or the individuals participating in the trip. AKD will not be held liable for problems arising during or as a result of the trip, including accidents, property damage, physical injury, illness, or other incidents, to the extent permitted by applicable law.

9. Conduct and Code of Ethics: I understand that it is the responsibility of the Chapter Representative to make every reasonable effort to ensure that the traveling party conducts itself in a manner that reflects positively on Alpha Kappa Delta. I agree that all individuals receiving AKD travel funding must follow the **ASA Code of Ethics for Members** while traveling to and from, and participating in, the regional sociology meeting.

10. Chapter Representative Accompanying Students: I certify that I will accompany the undergraduate students identified in the application on the trip to and attendance at the regional sociology meeting as their Chapter Representative. If I am unable to travel, I certify that a colleague will accompany the undergraduate students and agrees to all applicable terms and requirements outlined in this Certification Form. **This provision does not apply to graduate students.**

11. Chapter Representative Responsibility
I understand that it is the Chapter Representative's responsibility to contact the AKD Executive Office to determine whether the chapter has met all applicable requirements for funding.

By signing below, I acknowledge that I have read and understand the requirements of the AKD Travel Grant program and agree to comply with the terms outlined above.

Chapter Representative Signature: _____ Date:_____

Department Chair Signature: _____ Date: _____