

# Phi Alpha Awards Application HOW TO

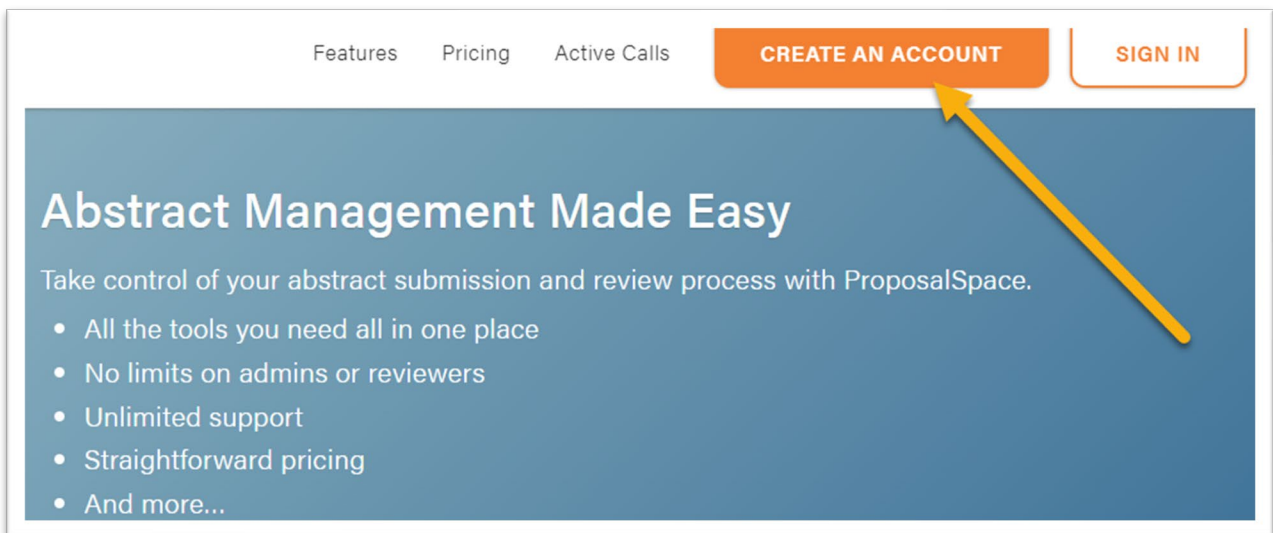
Phi Alpha Honor Society for Social Work offers three types of awards annually. This one submission form is designed as the online submission portal for all three of these.

The applications are only accepted online through ProposalSpace.com. In 2024, the link is: <https://proposalspace.com/calls/d/1682>

## How Do I Get an Account on ProposalSpace?

This is the first step in your application

1. Go to ProposalSpace.com.
2. Create an account and password. Securely save the email you used to create the account and your password. We strongly recommend that you do not use your university email ending in .edu, but use a personal email address.



3. At this time, make these two email addresses “safe senders” in your email system. This is sometimes called *whitelisting*. Add them to your contacts as well:
  - a. [support@mq.proposalspace.com](mailto:support@mq.proposalspace.com)
  - b. [proposalsphialpha@gmail.com](mailto:proposalsphialpha@gmail.com)
4. Once you create your account, log out and back in, and “click on your name in the upper right-hand corner.”



5. When you click on your name, you can complete your profile. This will autofill fields later.
6. Now you are ready to start your submission. Once started it automatically saves your work and you can leave it, come back and login again, and continue to work on it until you are satisfied it is complete.
7. When complete, you must click the button “submit.” You will receive an email acknowledgement of your submission.
8. If you do realize an error after you submit, the administrator can “unsubmit it for you” up until the due date. Once unsubmitted, you may make the correction and then resubmit.

## There are Three Types of Awards in this Application

- Student Leadership Awards
- Chapter Service Awards
- Advisor of the Year Award

## General Information for All Awards

Use the online form to apply for any of the awards. You will select which award once you start the application.

1. For questions:
  1. About the content of your application, please contact [PhiAlphaInfo@etsu.edu](mailto:PhiAlphaInfo@etsu.edu)
  2. About how to use this application portal, ProposalSpace.com, contact [ProposalsPhiAlpha@gmail.com](mailto:ProposalsPhiAlpha@gmail.com)
1. Please begin your application by titling your submission in this format: Suzie Que for *Student Leadership Award* would name her submission: **Suzie Q-Student Leadership**. Please be prepared for this type of naming when you first start your submission. This name will automatically populate when you start the actual application form.
2. Application Process
  1. Applications are only accepted through this submission management system. The system will require you to create a free account.
  2. There are four several content areas where you are asked to provide information. The system allows for pasting from a Word document.
  3. Student and Chapter Awards require the name and contact information of the chapter advisor who will be contacted.
3. Conditions
  1. Incomplete applications will not be reviewed.
  2. Awards found to be made due to inaccuracies on the application will be revoked.
4. Program Dates
  1. Applications due May 31 each year.
  2. Awards are announced on September 1 each year.

## Detailed Information about Each Type of Award

### Student Leadership Awards – applications are submitted by the Chapter Advisor

Phi Alpha Honor Society established the Student Leadership Award programs to recognize and promote outstanding student leadership consistent with the ideals and mission of Phi Alpha. The focus of the application is the student's leadership: service, impact, and commitment.

**Applications are submitted by the Chapter Advisor.** The awards are: (1st) \$1,000, (2nd) \$750, and (3rd) \$500. Awards are intended to help students with expenses related to their education. The first-place selection will be sponsored to attend the Phi Alpha Honor Society International Business Meeting held during the Council on Social Work Education Annual Program Meeting in the fall. Students are nominated by their Phi Alpha Chapter Advisor. Students must be active leaders of a Phi Alpha to be nominated. Winning submissions will be posted on the Phi Alpha website. Applications are due May 31st. Awards are announced by September 1st.

#### Eligibility

- Application is open for all currently enrolled undergraduate and graduate Phi Alpha Members.
- All activities described must have been completed while the student is a Phi Alpha officer and reflect leadership in Phi Alpha activities.

### Five (5) Boxes of Information will be Requested, each with a 500-word limit

**Student Leadership Award Box 1: Community Service** - Provide a brief description of how the student provided leadership to Phi Alpha activities for the community. Student activities may include: Helping people who live in the community, Helping social service agencies in the community, Help decision-makers be more aware of the needs of residents and promote public policy.

**Student Leadership Award Box 2: Professional Service** - Provide a brief description of how the student provided leadership to Phi Alpha service to the profession. This may include but is not limited to: Promoting the core values of the social work profession, Partner with or establish a bridge with the professional community, Recognizing the accomplishments of professional social workers in your area, Supporting NASW (state and /or local).

**Student Leadership Award Box 3: University Service** - Provide a brief description of how the student provided leadership to the Phi Alpha chapter and the university. This may include, but is not limited to: Recognizing student for their academic achievements, Helping the university, Including alumni, faculty, or other student organizations, Strengthening your Phi Alpha chapter, Promoting students going into Phi Alpha, Promoting the image of the social work profession in your university.

**Student Leadership Award Box 4: Commitment** - Describe an example of a time or experience in which the nominee has gone "above and beyond the call of duty" to activity serve the mission of the chapter.

**Student Leadership Award Box 5: Impact** - Provide a brief summary of how the student's leadership accomplishments and contributions positively impacted a client population or advocacy issue.

### Chapter Service Awards

Phi Alpha Honor Society established the Chapter Service Award program to recognize and reward chapters for outstanding service. These chapters engage in a variety of activities that promote and fulfill the core values of Phi Alpha Honor Society and the social work profession: (1) scholarship (2) profession of Social Work advancement, (3) service and (4) contribution to Phi Alpha. Four (4) awards of \$500 will be issued per year. The award can be used by the chapter to further its mission and goals. Selected chapters will also receive an engraved plaque recognizing their accomplishment. The application is submitted online by an officer in the university Phi Alpha chapter. Chapter reports will be judged on innovation, quantity, and quality of the activities chapters have carried out in these areas. The awards are presented during the Phi Alpha Honor Society Business Meeting held during the Council on Social Work Education Annual Program Meeting in the fall (October / November). The selected chapters will receive a \$1,000 travel grant to attend the meeting. Winning submissions will be posted on the Phi Alpha website. Applications are due May 31 annually. The award is announced by September 1<sup>st</sup>.

### Eligibility

- Application is open to all undergraduate and graduate Phi Alpha Chapters registered with Phi Alpha Honor Society International Office.
- All work described must have been completed during the previous 12 months, June 1 through Mar 31.
- All activities must have been completed by Phi Alpha members.

### Criteria

- It is vital that applicants specifically address the selection criteria and describe evidence supporting their claims.

### Conditions

- Chapter advisors from the winners' schools will be contacted prior to issuing funds.
- Advisors may be contacted during the judging process.

Four Boxes of Information will be Requested, each with a 1,500-word limit.

**Chapter Service Awards Box 1: Scholarship** - Provide a brief description of how your chapter honors scholarship by recognizing and promoting high standards of scholastic achievement and excellence. This may include, but is not limited to: How many students were initiated into your Phi Alpha chapter during this 12-month period? What activities has your chapter carried out to recognize students for their academic achievements? What activities has your chapter carried out to further the academic achievement of social work students? What activities has your chapter carried out to help your university?

**Chapter Service Awards Box 2: Profession** - Provide a brief description of how your chapter furthers the mission, goals, and objectives of the social work profession in the community, state, nation, and world. This may include, but is not limited to: What

activities has your chapter carried out to promote the core values of the social work profession? What activities has your chapter carried out to partner with or establish a bridge with the professional community? What activities has your chapter carried out to recognize the accomplishments of professional social workers in your area? What activities has your chapter carried out to help students learn about professional social work practice?

**Chapter Service Awards Box 3: Service** – Provide a brief description of how your chapter honors service by promoting humanitarian goals and ideals both in the community and university. This may include, but is not limited to: What activities has your chapter carried out to help people who live in the community? What activities has your chapter carried out to help social service agencies in your community? What activities has your chapter carried out to support and help your NASW chapters (state and/or local)? What activities has your chapter carried out to help your local decision-makers be more aware of the needs of local residents?

**Chapter Service Awards Box 4: Phi Alpha Contribution** - Provide a brief description of how your chapter furthers the mission, goals, and objectives of Phi Alpha and your chapter. This may include, but is not limited to: What activities has your chapter carried out to strengthen your Phi Alpha chapter? What activities has your chapter carried out to promote students going into Phi Alpha? What activities has your chapter carried out to improve the image of the social work profession in your university? What activities has your chapter carried out to include alumni, faculty, or other student organizations?

### Advisor of the Year Award – to be submitted by a Chapter Officer

Phi Alpha Honor Society established the Advisor of the Year award to recognize the contributions of chapter advisors. These advisors are active in their chapters and serve as role models to students. The nominated advisor shows willingness to commit sufficient time to the organization. The nominee promotes service and academic excellence in the social work field. The application is submitted online by an officer in the university Phi Alpha chapter. The award is presented during the Phi Alpha Honor Society Business Meeting held during the Council on Social Work Education Annual Program Meeting in the fall (October/November). The selected advisor will receive an all-expense paid trip to attend the meeting. Winning submissions will be posted on the Phi Alpha website. Applications are due May 31 annually. The award is announced by September 1st.

#### Eligibility

- The Nominee must be a current advisor and have served as chapter advisor in good standing for at least one year.

#### Criteria

- The Nominee should be an Advisor who:
  - Engages with the chapter on community and university service projects.
  - Models social work values and ethics.

- Displays an interest in student' personal growth and development.
- Encourages the development and growth of the local chapter.
- Coordinates chapter operation in accordance with college / university policies.

**Four Boxes of Information will be Requested, each with a 1,000-word limit**

**Advisor of the Year Box 1: Service** - Provide a brief description of contributions your advisor has made to chapter service activities. This may include, but is not limited to: Chapter, Community, University, Organizations, Volunteer experiences.

**Advisor of the Year Box 2: Modeling Professional Behavior** - Provide a brief description of how your advisor has modeled professional social work behavior for students. This may include, but is not limited to: Interactions with client groups, Interactions with students, Coordinating off-campus trips or activities, Promoting social justice, Partnering with other groups, Exhibiting Social Work values and ethics.

**Advisor of the Year Box 3: Commitment** - Provide a brief description of your advisor's commitment to your students and chapter. This may include, but is not limited to: Interest in students' personal growth and development, Encouraging the development and growth of the local chapter, Coordinating chapter operation or functions, Going "above and beyond the call of duty" to serve students and the mission of Phi Alpha.

**Advisor of the Year Box 4: Supplemental Information** - Provide any other information that you would like considered regarding reasons you believe your advisor is worthy of the Phi Alpha Advisor of the Year Award.

## The Application Form

We strongly recommend that you prepare your submission in a Word Document, review it for clarity, accuracy, grammar and so forth, and then add your answers into ProposalSpace. Save your work.

All Award Applications request the following information.

1. Title as described above
2. College or University name
3. Number of members in your chapter this year
4. Chapter name
5. For which award are you applying?
6. You will need to certify the following
7. Following this are the "boxes" that are pertinent to the award for which you are applying, details of which are outlined above for each particular award.
8. These attestations apply to all applications:
  - a. That you are a member in good standing of Phi Alpha
  - b. That all the information in your application is accurate to the best of your knowledge
9. You will provide data on two people. It is helpful for you to gather this information ahead of time
  - a. Student Information:
    - i. Name

- ii. University Name
  - iii. Address of your university or home (wherever you get your mail)
  - iv. Personal email address (cannot end .edu)
  - v. Optional second email address and ending in .edu is okay
  - vi. Telephone number (mobile number preferred)
  - vii. In what year you are currently enrolled
  - viii. If you are an officer, what office do you currently hold?
- b. Advisor Information
- i. Name
  - ii. University Name
  - iii. Address of your university or home (wherever you get your mail)
  - iv. Email
  - v. Phone number