



**DR. PHYLLIS RICHARDS ENDOWED LEADERSHIP APPLICATION
EPSILON KAPPA EDUCATIONAL FOUNDATION**

DKG Activity		Location	
Beginning Date		Ending Date	

First Name		Last Name	
Address			
Phone No.		Email	

Current Educational Position (Subject, Level, Title, Employer):

→ List anticipated costs of participation in this leadership activity, including registration, *official meals, transportation, lodging, etc. Do not include expenses that will be reimbursed from other sources.

* Official meals = Birthday Luncheon and Banquet/Brunch – not box lunches

<u>Expense category</u>	<u>Cost</u>
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Grant Amount Requested	
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<p>If my request is approved, I understand that 1) I may receive an award for the full amount or only a portion of the amount requested; 2) I must submit verification of participation within fourteen (14) days after completion of the activity; 3) the award will be paid in accordance with Epsilon Kappa Chapter procedures only upon submission of proper documentation. I also understand that the funds are not transferable.</p>
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Signature (typed)		Date	
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→ Submit completed application by email to ekedfound@aol.com or mail to EPSILON KAPPA EDUCATIONAL FOUNDATION, 12314 W. Cow Path, Austin, TX 78727.

→ **Deadline for submission: April 18, 2023**