Alpha State Texas Educational Foundation

The Delta Kappa Gamma Society International

Now That You Have Received an ASTEF Project Stipend!!

Suggestions for Best Practices in Project Management

1. ***Congratulations! The ASTEF Board wishes you great success in implementing your project!***
2. ***Deposit your check immediately (within 2 weeks)***
3. Assign an overall **Project Manager** to oversee the entire project. Chapter members should inform the **project manager** of any challenges, barriers, difficulties, etc., as they occur.
4. Projects begin July 1 and end the following June 30. Develop a **timeline of activities** if more than one activity is to occur. **Plan** each event/activity well. Involve as many members as possible in the project. **Assess/evaluate** each activity/event to determine if improvements are needed before conducting subsequent activities/events.
5. Determine who will **collect data** to be provided in the **Mid-Year Report** (due Jan. 31) and **End-of-Year Report** (due June 1) and ensure the required data is collected as you go.
6. Determine who will **compile and submit** (electronically):
   a. **Mid-Year Report** – use results to determine if the project is not on course and make adjustments if necessary to ensure success.
   b. **End-of-Year Report**, including writing the **article** and developing an **itemized list of expenditures** that correspond to the budget that was submitted with the application. The overall project manager must retain original receipts on file (with the official chapter files) should additional verification be requested.
   c. Report forms will be available at http://www.astef.org/forms.html
7. **Take photos** as you go on project activities. Collect and maintain a photo release of **all** persons photographed. This includes parents, children, and educators. ***Pictures of kids will NOT be used if their face is showing*****. Pictures of kids must be taken from behind**. Media Release Forms are available on ASTEF.org
8. Provide **regular updates to chapter members** via newsletters, email, and meetings.
9. Determine who will be responsible for developing and delivering the **ASTEF Project Display** for TSO Convention or Regional Conferences. Create a 5 - 10-page notebook (scrapbook) highlighting your chapter project as it unfolds through the year. Please make sure to include:
   a. Photos of activities in progress (with captions)
   b. Copies of letters, website pages, articles, thank-you notes received, etc.
10. Any grant funds not expended or committed for the purpose of the grant in excess of $20.00 must be returned to ASTEF by June 30.
11. **Evaluate/assess** the process and impact of your project and use the knowledge/results for the next application.

Visit the ASTEF website regularly! www.astef.org. **Please continue making contributions to ASTEF**, especially the ASTEF Projects Fund, and participate in ASTEF Fundraisers such as those at TSO Convention and the Annual Yearly Campaigns. The ASTEF Board hopes to increase total stipends awarded every year, but it all depends on total contributions, including those earned through fundraisers at TSO Convention.

Here's to Great Success!

Revised October 2026