Alpha State Texas Educational Foundation

The Delta Kappa Gamma Society International

Now That You Have Received an ASTEF Project Stipend:

Best Practices in Project Management

1. Congratulations! The ASTEF Board wishes you great success in implementing your project!
2. 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.
3. 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.
4. Determine who will **collect data** to be provided in **Mid-Year Report** (due Jan. 31) and **End-of-Year Report** (due June 1) and ensure the required data is collected as you go. (Reports are IRS required.)
5. Determine who will **compile and submit** (electronically):
    a. **Mid-Year Report** – use results to determine if 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
6. **Take photos** as you go of project activities; obtain and maintain a photo release of all persons photographed. Please **Do NOT** photograph student faces. You may photograph activities from the back of their heads, or to be safe, do not include students in photos.
7. Provide **regular updates to chapter members** via newsletters, email, and meetings.
8. Determine who will be responsible for developing and delivering the **ASTEF Project Display** for TSO Convention
    a. Photos of activities in progress (with captions)
    b. Copies of letters, website pages, articles, thank-you notes received, etc.
9. **Spend** all of your stipend! Any funds remaining unspent as of June 30 must be returned to ASTEF.
10. **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 participating in ASTEF Fundraisers such as those at TSO Convention and the Annual February Giving Month Campaign. 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!

Janet Helmcamp, September 2022