## **Time: End of Fiscal Year**

Pledge Educator carries over/inputs 'Total Fellowship Amount' to Theta Tau account

## **Time: Semester Operation**

- **Approved Applications** = Subtract from 'Total Fellowship Amount'
- **Donated Funds** = Add to 'Total Fellowship Amount'

\*All changes to Total amount must be recorded in "Kappa Fellowship Fund Log"



## **Time: Beginning of Fiscal Year**

Pledge Educator includes 'Total Fellowship Amount'+ \$50 as line item (called Kappa Pledge Fellowship) for chair budget

## **Time: Once Budget is Approved**

Line item approved, fellowship is online for the term

\*Note: Fiscal Year = 1 Semester