

Date Submitted: _____

ACSA REGION XIX Activity/Project Design

Charter: _____ Committee/Council: _____

Projected number of ACSA members to be served: _____

Name of person submitting request: _____

ACSA position: _____

Address: _____ City: _____ Zip: _____

Phone: _____ FAX: _____

Philosophy and Guidelines for Approval of Activity/Project Design

It is our philosophy in Region XIX to expend Region XIX funds for charter and committee/council projects and/or activities to benefit ACSA members. Activity/Project Design requests will be accepted during two timeframes: **First Semester defined as July-January will be accepted no later than June 13, 2016 and Second Semester defined as February – June will be accepted no later than January 13, 2017.** Criteria for approval of Activity/Project Designs:

- ❖ Has the request been submitted prior to:
 - First Semester (July-January) June 13, 2016
 - Second Semester (February – June) – January 13, 2017
- ❖ Is the Charter/Committee/Council contributing to the project?
- ❖ Does the request show joint efforts between charters and/or committees/councils?
- ❖ Is the amount requested appropriate for the number of ACSA members participating?

Title of Activity/Project: _____

1. Brief description of Activity/Project (*include resource persons and dates of activity/project*)

2. ACSA goals addressed by this Activity/Project (*see ACSA members' handbook for goals*)

3. How will this Activity/Project be evaluated?

Be sure to complete budget information page.

Region XIX Budget for Activity /Project

	Committee/Council/ Charter Funds	Funds Contributed from Other Sources	Activity/Project Funds
Source of Funds			

Consultants/ Personnel			
Travel			
Lodging			
Meals			N/A
Facility Rental			
Materials			
Printing			
Other			

Totals			
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Committee/Council Chairs send completed Activity/Project Designs to Region VP – Committees/Councils
 Charter Presidents send completed Activity/.Project Designs to President-Elect
 Committee/Council Chairs send evaluation results to Region VP – Committees/Councils
 Charter Presidents send evaluation results to President- Elect

REGION BOARD USE ONLY

Date Submitted_____

Date Approved_____

Revised 05/2016