



Region 2 Charter Annual Reimbursement Request

Note: Reimbursements cannot exceed amount allocated for specified program.



Date		Charter	
Amount of Reimbursement		Requested By	
Description of Expense (One form may be used for multiple reimbursements)	<p>Each charter (7) receives a maximum of \$3,000 to be utilized in ways that support their local activities, scholarships, events, and peer support.</p> <p><input type="checkbox"/> \$1,000 Charter Rebate (Paid at September Meeting) Current year documents were submitted by required dates.</p> <ul style="list-style-type: none"> <input type="checkbox"/> List of Charter officers [due 6/15] <input type="checkbox"/> List of Charter council/committee reps [Due 8/30] <input type="checkbox"/> Charter budget for the year [due 6/15] <ul style="list-style-type: none"> <input type="checkbox"/> Bank information: Name _____ <input type="checkbox"/> Name on account: _____ <input type="checkbox"/> Do you have a charter EIN? <input type="checkbox"/> Yes; <input type="checkbox"/> No <input type="checkbox"/> Charter calendar of activities for the year [6/15] <input type="checkbox"/> Charter annual report (see Leadership manual) [6/15] <p><input type="checkbox"/> \$1,000 Charter Rebate Mid-Year (Paid at January Meeting)</p> <p><input type="checkbox"/> \$1,000 Charter Rebate for having 3 charter reps @ each DA* <input type="checkbox"/> Submitted required documents for coming year. (Paid at June Meeting)</p> <p><input type="checkbox"/> ESS charter or state conference expenses (if appl.) \$ _____</p> <p><input type="checkbox"/> Other expenses to be reimbursed: _____ _____</p> <p>*This increase from \$500 replaces the separate scholarship item effective September 16, 2011. Requirement waived for 2020-2023</p>		
Charter Officer			
Signature			
Amount Approved		Treasurer	
Received By		Date	

Please refer to ACSA Region 2 Charter Reimbursement Program details on reverse of this form.
NOTE: June 15 is the deadline for submitting reimbursement for the current fiscal year.

ACSA REGION 2
Charter Reimbursement Program
Adopted January 23, 2015

1. Each charter receives \$1,000 at the first region Delegate Assembly of the year in September by providing the following information by specified deadlines unless waiver requested:
 - A. List of charter officers for the upcoming year
 - B. List of charter council/committee representatives
 - C. Charter budget for the year
 - D. Charter bank account information
 - E. Charter activities for the year
2. \$1,000 will be paid to each Charter during the January Meeting.
3. \$1,000 will be paid at the Leadership Conference in June if the Charter has sent 3 representatives to each of the Delegate Assembly meetings throughout the year. Charters may request a waiver of the 3 representatives due to hardship. *Note: Waived January 2020 to June 2023 for all charters.
4. The Region will pay for lodging and transportation for two (2) representatives from each charter to attend the Annual Region 2 Leadership Conference in June. Charters may send additional officers to the Leadership Conference at the expense of the Charter.
5. The Region will pay for lodging and transportation for each Region 2 state council/committee representative to attend the June Annual Leadership Conference.
6. The Region recipient of the Every Student Succeeding Recognition program will have his/her ACSA expenses and one night's lodging paid for by the Region. An additional room and/or reception tickets for family member(s) may be purchased by the Charter on a needs basis. **Not to exceed \$750 (event held in Northern California)/\$1,000 event held in Southern California).** Each charter will select a student and forward nominations to Region 2. Charters will determine how to recognize/reward their individual student and may request funds up to \$500 for second place nominee and up to \$250 for third place.
7. Other:
 - A. For Legislative Action Day, the Region will pay for one night's hotel, mileage, and parking for one member per charter if travel is more than 100 miles round trip from Sacramento. Prior approval is required from Region 2 VP of Leg Action.
 - B. Charter officers, region council/committee reps may attend a state Delegate Assembly held in Sacramento upon approval of the region president and will be reimbursed for mileage.
8. What is an EIN?
The Employer Identification Number, also known as the Federal Employer Identification Number or the Federal Tax Identification Number, is a unique nine-digit number assigned by the Internal Revenue Service to business entities operating in the United States for the purposes of identification. ACSA's tax status is a 501c6. 501c6 organizations are formed to serve their members. 501(c)(6) organizations, in fact, are often termed as nonprofit membership organizations and non-charitable organizations as well.