Region 3 Request for Region Funds for Special Activities

INTRODUCTION
The purpose of this form is to define a process for Region 3 leadership team members (Charter Presidents, Committee Chairs, Council Presidents, and Executive Board members) to request region funds for special activities. This form is designed to assist the Executive Board in understanding the request and to assist those making requests in providing appropriate details.

Each year, the Executive Board will designate an amount of funding available for these requests. In the case of special charter activities, region funds will be approved to co-sponsor such activities. Requests will be considered and approved as long as funds are available. Requests may be for up to $500 (for an event or for the year). Requests exceeding $500 need to include a description of special circumstances. A check for the amount spent will be issued upon receipt of the event expenditure receipts.

The purpose of the special activity or project needs to link to state, region or charter ACSA goals and provide a benefit or support to local ACSA members.

EXAMPLES
Examples of requests include:

- Charter level: (co-sponsored activities)
  - Recognition events such as for exemplary programs and the people who make them work, for classified educational leaders, etc.
  - ACSA membership promotion events such as for new administrators
- Committee level: (may or may not involve co-sponsorship)
  - Materials and refreshments for region meetings
  - Region gift for statewide conference sponsored by state committee
DIRECTIONS
Authorized persons, as identified above, must submit this completed form to:

Anna Trunnell, Region 3 President
Elk Grove Charter
Stockton Unified School District
Executive Director Instructional Technology & Curriculum
Curriculum, Department
1503 St. Mark's Plaza, Stockton, CA 95207
209/933-7030 ext. 2330
AMTrunnell@stocktonusd.net

The Executive Board will consider the request and announce action taken on the request at the next regularly scheduled Delegate Assembly meeting.

The Executive Board welcomes all requests for region funds to sponsor special charter activities and region projects. Requests will be approved on as equitable a basis as possible to support the broadest range of activities and projects and to support the greatest number of charters as available funding allows. Please submit your request as soon as possible!

Request for Region Funds for Special Activities

Name of Person Submitting Request: __________________________________________________________

Contact Information; (phone no. & e-mail address): ____________________________________________

Leadership Role: _________________________________________________________________________

Charter: _______________________________________________________________________________

Amount Requested: ___________ Date Submitted: ___________

I. ACTIVITY:

Title/Event/Project: ________________________________________________________________

Date: ____________________________ Time (beginning/ending): ____________________________

Location: _____________________________________________________________________________

Estimated Attendance: _________ Annual Activity (yes/no): _____________________________

Registration Fee: ___________ ACSA Member _________ Non-Member ________________________

II. DESCRIPTION: (include purpose/goal of activity, value to region, presenter(s)/keynote speaker, special materials, intended audience, etc.)
III. BUDGET:
Estimated Total Cost of Activity: _______________________________________
Source(s) of Co-Funding (indicate amount): __ Charter: ____________________
__ Sponsor: ____________________
__ Other: ____________________
__ None

Amount of Income: __ Co-Funding Sources: __________________________
__ Registration Fees: __________________________
__ Region Request: __________________________

Expenses:
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IV. EVALUATION: (describe how the effectiveness of this activity will be evaluated)

V. OTHER: (describe any special circumstances if the request is for more than $500)

VI. Date reviewed by Executive Board: __________________________
Action of the Executive Board:
_____ Approve Request: Amount Funded: __________________________
_____ Deny Request*
_____ Recommend Request be Amended and Re-Submitted*

Reason(s) for Action*: 