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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:

Laura Butler, Region 3 President
Capital Charter
Sacramento City Unified School District
Principal, Abraham Lincoln Elementary School
3324 Glenmoor Drive, Sacramento, CA 95827
Laura-Butler@scusd.edu

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:

<u>Amount</u>	<u>Explanation</u>
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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*: