



## ACSA Region 12 Activity/Design Project Application Form

Your Name

Your E-mail

Your ACSA  
Position

Charter (drop-down)

OR

Committee Name

Contact Phone

Academic Year (drop-down)

Date (drop-down)

### Philosophy and Guidelines for Approval of a Charter or Committee Activity/Design Project

It is ACSA Region 12's philosophy to expend region funds as available for charter and committee projects and/or activities that are of benefit to ACSA Region 12 members. When your project application is reviewed, we ask ourselves these questions:

- \* Is the charter or committee requesting funds also contributing financially to this project?
- \* Does this request show joint efforts between charters and/or region (e.g. two or more entities)?
- \* Is the amount requested appropriate for the number of ACSA members participating?
- \* Has the request been submitted in a timely enough manner for the region board to review and the region Leadership Assembly to approve at their next meeting before the scheduled date of the event?

Proposed  
Project Title

Briefly describe your activity/project. Include purpose, resource persons, dates, location, audience etc. Keep response within space allotted.

Briefly describe how the success of your project/activity will be evaluated. Keep responses within the space allotted.

# Proposed Budget for Activity/Design Project

## Instructions for budget page:

For each expenditure category, list dollar amounts you expect to need for this project. Committee or Charter funds are your own budget; "Other Sources" could be for example a sponsor or another charter/committee besides your own; Region 12 funds are what you are requesting to make up the financial deficits for which you need assistance.

This form auto-calculates subtotals at the bottom as you add figures to cells. Leave irrelevant cells blank. Only numerals may be input into the \$ cells. You may add short text to the "other" expenditure category in column one to describe "other."

The figure you are requesting from Region 12 will appear at the bottom right cell in red.

Note that funds for food or beverages are now allowed.

When both sides of this form are completed, click the "print" button for your own records and then the "submit by e-mail" button to send this form to the correct person. If these features do not respond, print manually and scan and e-mail the form to Consultant Bill Olinger at bolinger1@roadrunner.com. Contact the Consultant for any other technical difficulties with this form.

## Expenditure Categories

## Estimated Expenditures by Fund Category

	Committee or Charter Funds to be Applied	Funds Contributed from Other Sources	Activity/Project Funds requested from Region 12
Outside Consultants/ Speakers/Personnel			
Travel			
Lodging			
Meals/Beverages			
Facility Rental			
Materials			
Printing			
Other: describe <input type="text"/> (text shrinks)			
<b>Sub totals</b>			

Total of YOUR  
Responsibility  
(charter or  
committee +  
outside sources)

Total Amount  
Requested of  
Region to  
Supplement Your  
activity/project