

## ACSA R12 Activity/Design Project Application Form

Applicant's

Name \_\_\_\_\_ Email \_\_\_\_\_

ACSA

Position \_\_\_\_\_

Charter \_\_\_\_\_ or Committee Name \_\_\_\_\_

Phone \_\_\_\_\_ Academic Year \_\_\_\_\_ Date \_\_\_\_\_

### **Philosophy & 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: \*

1. Is the charter or committee requesting funds also contributing financially to this project?
2. Does this request show joint efforts between charters and/or region (e.g. two or more entities)?
3. Is the amount requested appropriate for the number of ACSA members participating?
4. 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

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Briefly describe your activity/project. Include purpose, resource persons, dates, location, audience, etc.

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Briefly describe how the success of your project/activity will be evaluated.

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## 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..  
Note that funds for food or beverages are now allowed.

When both sides of this form are completed, save the document with your charter name included and submit to the region email account at [acsareg12@gmail.com](mailto:acsareg12@gmail.com). Both the Executive Director and Consultant check this email.

### Expense Categories

### Estimated Expenses 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:			
Subtotals			
Total Charter/Other Responsibility:		Total Amount Requested from Region 12:	