

Date Submitted: \_\_\_\_\_

## ACSA REGION XIX Activity/Project Design

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Charter: \_\_\_\_\_ Committee/Council: \_\_\_\_\_

Projected number of ACSA members to be served: \_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

ACSA position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

### Philosophy and Guidelines for Approval of Activity/Project Design

It is our philosophy in Region XIX to expend Region XIX funds for charter and committee/council projects and/or activities to benefit ACSA members. Activity/Project Design requests will be accepted during two timeframes: **First Semester defined as July-January will be accepted no later than June 14, 2013 and Second Semester defined as February – June will be accepted no later than January 10, 2014.** Criteria for approval of Activity/Project Designs:

- ❖ Has the request been submitted prior to:
  - First Semester – June 14, 2013
  - Second Semester – January 10, 2014
- ❖ Is the Charter/Committee/Council contributing to the project?
- ❖ Does the request show joint efforts between charters and/or committees/councils?
- ❖ Is the amount requested appropriate for the number of ACSA members participating?

Title of Activity/Project: \_\_\_\_\_

1. Brief description of Activity/Project (*include resource persons and dates of activity/project*)

2. ACSA goals addressed by this Activity/Project (*see ACSA members' handbook for goals*)

3. How will this Activity/Project be evaluated?

**Be sure to complete budget information page.**

## Region XIX Budget for Activity /Project

	Committee/Council/ Charter Funds	Funds Contributed from Other Sources	Activity/Project Funds
Source of Funds			

Consultants/ Personnel			
Travel			
Lodging			
Meals			N/A
Facility Rental			
Materials			
Printing			
Other			

Totals			
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Committee/Council Chairs send completed Activity/Project Designs to Region VP – Committees/Councils  
 Charter Presidents send completed Activity/.Project Designs to President-Elect  
 Committee/Council Chairs send evaluation results to Region VP – Committees/Councils  
 Charter Presidents send evaluation results to President- Elect

REGION BOARD USE ONLY

Date Submitted\_\_\_\_\_

Date Approved\_\_\_\_\_

Revised 05/2012