Date Submitted:

ACSA REGION XIX
Activity/Project Design

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 12, 2014 and Second Semester defined as February – June will be accepted no later than January 9, 2015.** Criteria for approval of Activity/Project Designs:

❖ Has the request been submitted prior to:
  o First Semester – June 12, 2014 ☐
  o Second Semester – January 9, 2015 ☐
❖ 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			

	Committee/Council/ Charter Funds	Funds Contributed from Other Sources	Activity/Project Funds
Consultants/ Personnel			
Travel			
Lodging			
Meals			N/A
Facility Rental			
Materials			
Printing			
Other			

Totals			

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 05/2014