



## Region 2 Charter Reimbursement Request

Note: Reimbursements cannot exceed amount allocated for specified program.

<b>Date</b>		<b>Charter</b>	
<b>Amount of Reimbursement</b>		<b>Requested By</b>	
<b>Description of Expense</b>  (One form may be used for multiple reimbursements)	<p>Each charter (8) will receive a maximum of \$2,000 to be utilized in ways that support their local activities, scholarships, events, and peer support.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> \$1,000 Charter Rebate (all required items submitted)             <ul style="list-style-type: none"> <li>○ List of Charter officers</li> <li>○ List of Charter council/committee reps</li> <li>○ Charter budget for the year</li> <li>○ Charter calendar of activities for the year</li> <li>○ Charter annual report (see Leadership manual)</li> </ul> </li> <li><input type="checkbox"/> \$1,000 Charter Rebate for having 3 charter reps @ each DA* Attach list of those who attended by meeting</li> <li><input type="checkbox"/> Peer Scholarship to reimburse professional development expense. Attach application and supporting documents.</li> <li><input type="checkbox"/> Every Student Succeeding state conference expenses</li> <li><input type="checkbox"/> Other: _____</li> </ul>		
<b>Charter President</b>			
<b>Signature</b>			
<b>Amount Approved</b>		<b>Treasurer</b>	
<b>Received By</b>		<b>Date</b>	

Please refer to ACSA Region 2 Charter Reimbursement Program details on reverse of this form.

**NOTE:** June 15 is the deadline for submitting reimbursement for the current fiscal year.

**ACSA REGION 2**  
**Charter Reimbursement Program**  
**Adopted September 16, 2011**

1. Each charter receives \$1,000 at the Leadership Conference by providing the following information:
  - A. List of charter officers for the upcoming year
  - B. List of charter council/committee representatives
  - C. Charter budget for the year
  - D. Charter activities for the year
2. \$1,000 will be paid on or before June 30 given the Charter has sent 3 representatives to each of the Delegate Assembly meetings throughout the year. Charters may request a waiver of the 3 representatives due to hardship.
3. The Region will pay for lodging and transportation for two (2) representatives from each charter to attend the Annual Region 2 Leadership Conference in June.
4. The Region will pay for lodging and transportation for each state council/committee representative to attend the Annual Region 2 Leadership Conference in June.
5. The Region recipient of the Every Student Succeeding Recognition program will have his/her ACSA expenses and one night's lodging paid for by the Region. An additional room and/or reception tickets for family member(s) may be purchased by the Region on a needs basis. Not to exceed \$500. Each charter will select a student and forward nominations to Region 2. Charters will determine how to recognize/reward their individual student.
6. Peer Support Scholarships for state ACSA members to attend ACSA sponsored professional development activities and reimburse expenses, not reimbursed by their district or other sources.
7. Other:
  - A. Region will pay for overnight stay if you live more than 100 miles from Sacramento and any mileage for up to 2 participants per charter to attend Legislative Action Day.
  - B. Charter officers, region council/committee reps may attend a state Delegate Assembly held in Sacramento upon approval of the region president and will be reimbursed for mileage.