

CHAPTER COUNCIL - PROPOSED EVENT BUDGET (REQUEST FOR FUNDS)

DATE SUBMITTED: _____
 LOCAL 57 CHAPTER _____
 CHAIR: _____ (print name)

WHAT (EVENT PLANNED): _____
 WHERE (EVENT LOCATION): _____
 WHEN (DATE OF EVENT): _____
 EVENT CONTACT: _____ (print name)
 PHONE NUMBER: _____ EMAIL: _____
 DATE FUNDS REQUIRED BY: _____
 ESTIMATE NUMBER OF ATTENDEES: _____

PROPOSED EXPENSES	
ITEM DESCRIPTION	COST
TOTAL FUNDS REQUIRED:	\$ _____

CHEQUE PAYABLE TO: (name) _____
 ADDRESS: _____
 PHONE #: _____
 APPROVED BY EVENT CONTACT: _____ (signature required)
 APPROVED BY TREASURER: _____ (signature required)

This form must be submitted to the Local 57 Executive Treasurer at least **FOURTEEN (14) DAYS PRIOR** to the fund requirement date in order to allow for administrative processes.

Late submissions (14 days prior notice) will result in late payment of funds to the above noted Chapter Council.

INCOMPLETE FORMS/DOCUMENTATION WILL BE RETURNED TO THE CHAPTER COUNCIL FOR COMPLETION AND RESUBMISSION.

GUIDELINES FOR REQUESTING CHAPTER FUNDS

- 1. If funds are required in advance, must be requested 2 weeks in advance of event**
- 2. Request form must be completed and submitted to the Local Treasurer**
- 3. If the event is cancelled the funds must be returned to the Local Treasurer**
- 4. All funds are to be used for members of Local 57**
- 5. Chapters need to stay within budget as per Policy 6.29**

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