



# Local 40 Chapter Special Event Fund Proposal Form

Please complete this form and submit to your Local 40 Treasurer

Chapters may apply for additional funding up to seven hundred and fifty (\$750.00) for one (1) special event per year, at least one (1) month prior, to the Local Treasurer. All requests must be approved by the Local Executive. Following the event the Chapter shall send all receipts and a copy of the signed attendance sheet, to the Local Treasurer for auditing purposes. (Refer to Policy 8)

Date Requested: \_\_\_\_\_

## Chapter Information

Chapter # \_\_\_\_\_ Worksite(s): \_\_\_\_\_

Chapter Chair: \_\_\_\_\_ (Print) \_\_\_\_\_ (Sign)

Chapter Treasurer: \_\_\_\_\_ (Print) \_\_\_\_\_ (Sign)

*By signing we understand that we will have to provide all receipts applicable to this event for audit purposes and in order to receive the funding*

## Special Event Proposal

Special Event Details (what is the objective of the event):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

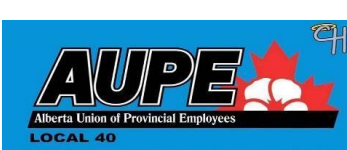
Event Name: \_\_\_\_\_ Event Venue: \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated Attendees: \_\_\_\_\_

Planned Activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Expenses: \_\_\_\_\_  
\_\_\_\_\_

Amount Requesting: \$ \_\_\_\_\_



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<b>Local 40 Executive Use Only</b>		
Confirmed Chapter Information:	Yes (accurate)	No missing information
Received All Receipts:	Yes	No
Special Event Request Approved/Denied:	Approved	Denied
(If denied state reason):		
Amount of funds given to the Chapter:	\$	
Date Processed:		
Approved by the Executive (as per policy):	Yes (accurate)	No missing information
Received All Receipts:	Yes	No
Confirmed by:		
	Local 40 Treasurer (print)	Sign
Saved to Shared Drive	Yes	No (must state reason)