



Region 2 Charter Reimbursement Request

Note: Reimbursements cannot exceed amount allocated for specified program.

Date		Charter	
Amount of Reimbursement		Requested By	
Description of Expense (One form may be used for multiple reimbursements)	<input type="checkbox"/> \$1,000 Charter Rebate (all required items submitted) <ul style="list-style-type: none"> ○ List of Charter officers ○ List of Charter council/committee reps ○ Charter budget for the year ○ Charter activities for the year ○ Charter annual report (see Leadership manual) <input type="checkbox"/> \$500 Charter Rebate for having 3 charter reps @ each DA Attach list of those who attended by meeting <input type="checkbox"/> NSSC registration match. No. of registrations provided by the charter _____. Region will match up to four (4) @ Early Bird Rate. Attach list of names of charter members receiving registrations (both charter and region) <input type="checkbox"/> Student Scholarship reimbursement <ul style="list-style-type: none"> ○ Charter scholarship (\$1,000) ○ Children/grandchildren of ACSA member scholarship (\$500) <input type="checkbox"/> Every Student Succeeding state conference expenses <input type="checkbox"/> Council/Committee support activities up to \$100. Submit list. <input type="checkbox"/> Other: _____		
Charter President			
Signature			
Amount Approved		Region Consultant	
Received By		Date	
Treasurer's Signature			

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
March 1, 2006

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. Each charter will receive an additional \$500 at the end of the year for having three (3) representatives at each of the Delegate Assembly meetings.
3. The Region will provide to each charter \$1,000 for use in providing student scholarships. Students recognized at the charter level would be left to the discretion of the charter.
4. The Region will provide the cost of registration to the North State Conference for up to four (4) charter members if the charter will commit to providing the cost of up to four (4) registrations for its members. This would be a total of eight (8) free registrations to use at the events as drawings, give to administrators of the year recipients, or in any other manner the charter deems appropriate.
5. 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.
6. The Region will pay for lodging and transportation for each state council/committee representative to attend the Annual Region 2 Leadership Conference in June.
7. Each Region council/committee will be provided \$100 for related expenses.
8. 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. Each charter will select a student and forward nominations to Region 2. Charters will determine how to recognize/reward their individual student.
9. Region 2 will provide up to \$500 per charter for reimbursement of education expenses related to children/grandchildren of ACSA charter members.
10. 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.