

Local 048 Chapter Event Request for Funds



To ensure that the entire Chapter Executive is aware and is in agreement with the planned event. This form must be completed and signed by the Chapter Executive, and accompanied by the Minutes of the Planning Committee. Submissions must be forwarded to the **Local Treasurer a minimum of 6 weeks in advance of the planned event.**

Chapter # _____ Chapter Site Name _____

Planned Date of Function _____

Type of Function: Chapter Meeting Summer Event Other: _____
 Chapter AGM Winter Event

Location of Function: Work Site Union Office Other: _____

Type of Advertising or Notification of Function: _____

Time Function is to Start: _____ Estimated number of Attendees: _____

Function open to: AUPE Members only All staff at work Site Other: _____

Anticipated Expenses: Space rental \$ _____ Stationary \$ _____
Food \$ _____ Other: \$ _____

Total Estimated cost of event: _____

Plans for those members unable to attend due to work commitments: _____

CHEQUE FOR ADVANCE AGAINST EXPENSES IS TO BE MADE PAYABLE TO:

Chapter Executive

Chair _____

Vice – Chair _____

Treasurer _____

Secretary _____

Council Member _____

Council Member _____

Cheque # _____
Date Paid _____
Amount paid _____
Signature _____