

**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 Executive 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: \_\_\_\_\_ Anticipated end time: \_\_\_\_\_

Estimated number of Attendees: \_\_\_\_\_

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

Anticipated Expenses: Space rental \$ \_\_\_\_\_ Stationary \$ \_\_\_\_\_

Food \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

Explanation of Other Expenses: \_\_\_\_\_

Total Estimated cost of event: \_\_\_\_\_

Plans for those members unable to attend due to work commitments: \_\_\_\_\_

Other information / organizational requirements for the day of function:

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

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 _____