

Regional Gathering Funding Request Form

Regional Representative making request: _____

Phone number: _____ **Address:** _____

Date of event: _____ **Time of event:** _____ **# of hours:** _____

Conference title, topic, or purpose of gathering: _____

Speaker/presenter (if applicable): _____

Amount requested: _____ (\$250 limit for half day, \$500 limit for full day)

To be used for (circle all that apply): speaker fees and expenses, food, rental space, copying, supplies, equipment rental, other: _____

Approved by: _____ **Date:** _____

Date receipts received: _____

Check sent to: _____ **Date:** _____