Please read CRLA **Policy for Funding States, Regions, Chapters (S/R/C) & Special Interest Groups (SIG)**.

Name of State/Region/Chapter: Northwest CRLA

1. Statement of Purpose for Funding Request

Since our initial regional meeting at the national conference in Portland in Nov. 2015, we have accomplished a great deal in reviving our chapter. We have now held 2 regional conferences, hosted a regional meeting at the national conference, hosted a hospitality suite at the national conference and are nearly finished updating and re-establishing the infrastructure needed to have a successful chapter (website, newsletter, blog, bank account, by-laws, board and committees and much, much more). All of this has been accomplished in a mere 19 months!!

The purpose for this funding request is to be able to support the continued growth. We want to make sure that our revival has staying power and this funding will help ensure that goal.

Nature of activity:

 \_X\_ Conference

 \_\_ Workshop

 \_\_ Seminar

 \_\_ Webinar

 \_X\_ Membership drive

 \_X\_ Other: Create and enhance on-going professional development opportunities; blog, library, swag, etc.

Date(s), duration, and locale of the activity:

National conference; beginning purchases for next year’s regional conference; website, newsletter, blog, infrastructure for the chapter

Registration fee (if applicable):

n/a

2. Funding Purposes (check all purposes that apply)

\_\_X\_ Offers professional development activities for the membership.

\_\_X\_ Encourages the growth of CRLA’s membership.

\_\_X\_ Provides services to members unable to attend CRLA’s annual conferences.

Explain how the activity meets specified purpose(s):

Our goal is to have a regional meeting and a regional event at the national conference, begin the purchases for the next regional conference and build the infrastructure for the chapter (example: purchase Quickbooks).

3. Itemization of Projected Expenses

Item(s) Amount

Various chapter swag/promotional items $300

Off-set costs of holding an event at the national conference $400

Fund the website hosting, computer needs, printing, etc. $300

Total Amount Requested: $1000

4. Board Representative

If you are hosting a conference or meeting are you requesting that a representative from the Board of Directors attends? (Please see the funding parameters below for attendance by a BoD member.)

Yes \_\_\_ No \_\_X\_ If yes…who?

5. Contact information and Signature

Name: Jennifer Silkey, President

Work Mailing Address: Jennifer Silkey

 Chemeketa Community College

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 288 NE Norton Lane

 Mcminnville, OR 97128

Work Phone: 503.316.3275 Home (cell) Phone: 971.240.7488

E-mail: Jennifer.silkey@chemeketa.edu

\_\_\_\_\_\_\_\_\_Jennifer Silkey\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_6/15/17\_\_\_\_\_\_\_\_\_

e-signature of State/Region Director/Chapter President Date

**Complete this form and submit it to the current Coordinator of S/R/C Leaders with appropriate supporting documentation**.

**Important Policy on Funding**

Please read CRLA **Policy for Funding States, Regions, Chapters (S/R/C) & Special Interest Groups (SIG)** document.

1. Funding Cycles. There are two funding cycles.

A. Proposals for funding Spring and Summer activities must be received by the Coordinator of S/R/C & SIG Leaders by January 15 (to be processed at the February Board meeting).

B. Proposals for funding Fall and Winter activities must be received by the Coordinator of S/R/C & SIG Leaders by June 15 (to be processed at the June Board meeting).

2. Board Representation. If you seek funding for a CRLA State/Region/Chapter conference or meeting, the following restrictions apply if you are asking a Board member to attend:

•The CRLA Board will pay round-trip travel for your requested Board member to attend a regional CRLA event.

• The local CRLA State/Region/Chapter is responsible for the Board representative’s meals, lodging, or honorariums, including gift bags. The CRLA Board will not pay or reimburse these expenses of the CRLA representative at the S/R/C event.