

# **Additional Region 4 ATPE Financial Assistance Request for Summit**

Name of Local: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Print Name of Person Requesting: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Print Name of Additional Person Verifying Request: \_\_\_\_\_

Office Held: \_\_\_\_\_

Signature: \_\_\_\_\_

Amount of Funds in the Local's Bank Account as of May 1st, 2022

\$ \_\_\_\_\_

Amount received from State: \$ \_\_\_\_\_

Amount of local budget for Summit: \$ \_\_\_\_\_ **A**

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Registration: \$150 x \_\_\_\_\_ (number of delegates) = \$ \_\_\_\_\_ **B**

Total Room Cost (at 4 people to a room) = + \$ \_\_\_\_\_ **C**

Summit Meals – Membership Awards Luncheon: \$45 x \_\_\_\_\_ = \$ \_\_\_\_\_ **D**

Travel: \_\_\_\_\_ miles at \$0.55 per mile = + \$ \_\_\_\_\_ **E**

Total projected Summit cost (added from **B+C+D+E** above) \$ \_\_\_\_\_ **F**

Minus Local Budgeted Summit Amount (from **A** above) - \$ \_\_\_\_\_ **G**

Minus Region 4 Regular assistance\* (see formula below)\* - \$ \_\_\_\_\_ **H**

*\*Region 4 regular assistance is based on the following formula: \$700 for the first voting delegate attending, plus \$180 for each additional voting delegate up to a maximum rebate of \$3,580 (17 voting delegates).*

This form is for requesting *additional* money beyond this regular assistance.

**Regular assistance does not require a form.**

**Amount requested from Region 4: (totals from F-G-H = ) \$ \_\_\_\_\_**

**Required attachments checklist:** ✓ Local unit budget – Use attached budget worksheet ✓ Current bank statement with checking and savings

## **Additional Region 4 ATPE Financial Assistance Request for Summit**

**Important note:** In order to receive the full amount of regular financial assistance as well as any additional money requested with this form, all registered voting delegates must sign in at both sessions of the House of Delegates as well as at the Region 4 Caucus. **Failure to do so will result in the appropriate prorating of these funds.**

This application for additional funds must be **postmarked on or before the 25<sup>th</sup> of May** and must include the required attachments (local budget and current bank statement). The Region 4 ATPE Executive Board will review the application and make their decision. Allocation of financial assistance will be based on financial need and amount of funds available; it is for Region 4 ATPE Locals only.

**Please send to: Jay Guerrero / 11330 Falcon Road, Houston, Texas 77064  
or email: Reg4ATPE@gmail.com**

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**For Region 4 Executive Committee Use Only**

Date Received: \_\_\_\_ / \_\_\_\_ / 2022

Required Items Checklist:

\_\_\_\_\_ Does the local have a savings account?

\_\_\_\_\_ Did the local attach a budget? \*\*

\_\_\_\_\_ Did the local attach the most recent bank statement? \*\*

**\*\* If either is not attached, then the application must be disqualified.**

\_\_\_\_\_ Application Approved

\_\_\_\_\_ Application Denied

\$ \_\_\_\_\_ Amount Awarded

\_\_\_\_\_ Check Number

Signature of First Region 4 ATPE Officer Approving:

\_\_\_\_\_

Signature of Second Region 4 ATPE Officer Approving:

\_\_\_\_\_

# ATPE Local Unit Budget Worksheet

Once you have finalized your local unit budget, keep track of spending using the Financial Reporting Workbook available in Leader Central.

Local Unit Name Officer Name & Title \_\_\_\_\_

## A. Current Financial Balances – Balances as of August 1, 2021. (Old money)

- 1. Checking accounts. . . . . \$ \_\_\_\_\_
- 2. Savings accounts. . . . . \$ \_\_\_\_\_
- 3. Credit union shares. . . . . \$ \_\_\_\_\_
- 4. Certificates of deposit. . . . . \$ \_\_\_\_\_
- 5. Other (Please identify.) . . . . . \$ \_\_\_\_\_

**(A) Total current financial balances** (old money) . . \$ \_\_\_\_\_ **A**

## B. Anticipated Income (New money)

- 1. Local dues (Number of projected members x local dues per member) . . . \$ \_\_\_\_\_
- 2. Estimated membership dues rebate from state office (2.5 percent of member dues for all categories of members). . . . . \$ \_\_\_\_\_
- 3. Fundraisers . . . . . \$ \_\_\_\_\_
- 4. Interest income (e.g., amount earned on investment or savings) . . . . . \$ \_\_\_\_\_
- 5. Assistance from the state office for summit travel and lodging . . . . . \$ \_\_\_\_\_
- 6. Assistance from region (for summit and region convention, if available) . . . . . \$ \_\_\_\_\_
- 7. Other . . . . . \$ \_\_\_\_\_

**Total anticipated income** (new money) . . . . . \$ \_\_\_\_\_ **B**

**(C) Total anticipated income** (old money + new money) . . . . . **(A + B)** \$ \_\_\_\_\_ **C**

## D. Anticipated Expenses

- 1. Summit registration, hotel & travel. . . . . \$ \_\_\_\_\_
- 2. Region convention registration & travel. . . . . \$ \_\_\_\_\_
- 3. New-teacher orientation/member recruitment (promo items, door prizes, table décor). . . . . \$ \_\_\_\_\_
- 4. Campus rep/officer recruitment and retention (campus rep meeting, gifts, promo items). . . . . \$ \_\_\_\_\_
- 5. Member communication (meetings, door prizes, newsletters, postage). . . . . \$ \_\_\_\_\_
- 6. Optional activities (Local unit publicity, political involvement, awards, donations, scholarships, school board relations). . . . . \$ \_\_\_\_\_
- 7. Other . . . . . \$ \_\_\_\_\_

**Total anticipated Expenses.** . . . . . \$ \_\_\_\_\_ **D**

**E. Anticipated Balance at End of Year (C - D).** . . . . . \$ \_\_\_\_\_ **E**

(Total Anticipated Income – Total Anticipated Expenses) = E