

# Representative Funding Application

*(Please see complete guidelines governing Rep Funding in this Appendix)*

This form must be accompanied by copies of the most recent financial reports of your Intergroup.

Date: \_\_\_\_\_

Intergroup: \_\_\_\_\_ Intergroup #: \_\_\_\_\_ State: \_\_\_\_\_

## Representative

## Intergroup Contact Person

Name: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

For which Assembly is funding being requested? \_\_\_\_\_

Has your Intergroup ever sent a Rep to an Assembly? \_\_\_\_\_

If yes, where and when? \_\_\_\_\_

Has a Rep from your Intergroup ever been approved for funding by this committee? \_\_\_\_\_

If yes, where and when? \_\_\_\_\_

If yes, where and when? \_\_\_\_\_

What service work has your Intergroup/Rep done for Region 8 in the last 2 years? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To help the committee determine amount of funding needed, please complete the following:

**Lodging:** *½ double-occupancy rate for two nights, including tax and tips* \_\_\_\_\_

**Transportation:** *Public transport at lowest rate, or private vehicle (Note 1)* \_\_\_\_\_

**Registration Fee:** \_\_\_\_\_

**Lunch & Banquet:** \_\_\_\_\_

**Less amount your Intergroup can contribute toward expenses:** \_\_\_\_\_

**TOTAL AMOUNT REQUESTED:** \_\_\_\_\_

## Signatures

**Intergroup Officer:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Intergroup Officer:** \_\_\_\_\_ **Office:** \_\_\_\_\_

Send completed form to Intergroup Outreach Chairman (see Appendix C)

Include financial reports (see above)

**Note 1:** Private Vehicle—Expenses, including tolls and parking fees are reimbursed pro-rata at the IRS current charity rate, or actual expenses (please choose only one option), less amount received from car-poolers.

## Rep Funding Guidelines

1. Priority will be given to Intergroups which have never been represented at an Assembly, and to Intergroups which have not been funded in two years.

Intergroups which request funding more frequently than every two years will be considered on a case-by-case basis, at the discretion of the Rep Funding Program.

3. Funding shall be limited to expense of transportation and one-half the double occupancy rate for a maximum of two nights. Transportation should be by automobile if possible, or air/bus/train at the lowest rate.
4. Funding shall be limited to one Rep per Intergroup. However, other members may share transportation.
5. Advance funding may be requested, or funds will be given to the Rep upon arrival at the Assembly. **Voucher** (in this appendix) will be required for either transaction. Unused funds and reconciliation of Advance must be returned to the Region Treasurer within six weeks after Assembly.
6. Application for Rep Funding is requested sixty (60) days prior to the Assembly; however, applications received at a later date will be considered.
7. An application requires the signatures of two Intergroup officers.
8. An application requires copies of the most recent financial reports of your Intergroup.