



## 2015 CHAPTER ACTIVITY FUNDING REQUEST FORM

EMBS has established a Chapter Activity Funding Program with the primary objective being the support of local activities. EMBS funding is available only to EMBS Chapters, EMBS Student Branch Chapters or EMBS Student Clubs. The Funding provided is at a 2:1 match (up to \$1,000 for Chapters and up to \$500 for Clubs).

### COMPLETE THIS FORM AND RETURN ELECTRONICALLY TO THE EXECUTIVE OFFICE ALONG WITH:

- Electronic copies of letters confirming sponsorship from the sponsoring organization, including the amount being provided, in USD.

Scheduled Location: \_\_\_\_\_

Scheduled Date of Activities: \_\_\_\_\_

Number of Expected Attendees: \_\_\_\_\_

Name of Hosting Chapter/Club: \_\_\_\_\_

Name of Chapter/Club Contact: \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Amount being requested (in USD): \_\_\_\_\_

List of local sponsors and dollar amounts being provided by each:

Sponsor (copies of letter confirming funding must be submitted with form)	Dollar Amount (USD)
_____	_____
_____	_____

Where are the Funds to be sent?

Does the Chapter have a concentration bank account:  YES  NO

Does the Chapter have a bank account:  YES  NO If yes, please provide a W8/W9 for the account that the money is to be sent.

Does the Section have a concentration bank account:  YES  NO

Does the Section have a bank account:  YES  NO If yes, please provide a W8/W9 for the account that the money is to be sent.

On the next page, please provide a copy of the proposal describing your proposed activities or a flyer detailing the event.