



**Administrative Personnel Association
Membership Grant Application
For Increasing Regional Membership**

INSTRUCTIONS

- 1) Fill out this form completely
 - 2) Send the form to your regional membership chair a minimum of 30 days before the event.
 - 3) The regional membership chair (within 10 days of receipt) will approve, sign and date the application and forward to the National Membership Chair for approval.
 - 4) The National Membership Chair, if approved, will forward to the Financial Secretary to issue a check within 30 days of receipt of the application. The National Membership Chair will also send a copy of the approved application to the applicant, regional membership chair and regional president.
-
-

Host or Sponsor of Event

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____
Region _____ Amount Requested _____
(\$100 Limit)

Reason for Grant Request

Official Signatures

Host/Sponsor _____ Date _____
Regional Membership Chair _____ Date _____
National Membership Chair _____ Date _____

Accounting Use Only

Date Approved _____ Amount Approved _____ Date Check Sent _____