

Branch Application for Local Conference Grant

In keeping with ACEI's commitment to supporting State and Local Branches, this grant will provide seed money for Branches that are in good standing with ACEI to implement a State or Local Conference. Priority will be given to those applicants who have not been awarded a grant in the past three years. Applications need to be received at Headquarters by February 15. Applicants will be notified by June 30. Grants will be distributed to successful applicants by August 1. Final selection will be made by the ACEI Awards Committee.

REQUIREMENTS FOR HOST BRANCH

Branch Conferences, as with all ACEI conferences, must be self-supporting. ACEI cannot afford to incur any debts for the Branch Conference. The applying host committee should attach a preliminary budget for the proposed Branch Conference as part of this application.

The host committee must assure that it consists of or has the ability to recruit an ample number of volunteers to ensure the success and quality of the Branch Conference. These volunteers are expected to possess a commitment and willingness to contribute the required time, talents, and expertise to ensure that the Conference adheres to the high standards of professionalism expected of all ACEI enterprises.

The proposal to host a Branch Conference should be limited to two type-written pages measuring no more than 8.5 inches by 11 inches. Margins should be no less than one-half inch, and the typeface must be of a size and design so that it is easily readable. The preliminary budget is not considered as part of the two pages. In addition, the attached cover sheet is to be completed and included with all proposals.

The proposal is to include a description of the format of the proposed Branch Conference:

- A. Discuss whether you are planning to include keynote speaker(s), panelists, live interviews, etc. on the program. Include a preliminary list of possible speakers to fulfill each role.
- B. Discuss your conference promotion plan and if you require any printed marketing materials such as flyers, advertisements, preliminary programs, etc.
- C. Discuss the manner in which the *Call for Presentations* will be issued, accumulated, evaluated, and accepted presenters notified. Include any costs (printing, postage, etc.) associated with the *Call for Presentations* in the preliminary budget.
- D. Discuss whether events such as a banquet or other meal functions will be offered during the Branch Conference. If sightseeing tours are to be offered, include details. Be sure the preliminary budget addresses these events both in terms of income and expense.

Cover Sheet — Application: Host Branch for State/Local Conference

Name of Person Completing Application: _____

Home Address

Work Address

City Province/State Postal Code

City Province/State Postal Code

Country

Country

Telephone

Telephone

Fax

Fax

E-Mail Address

E-Mail Address

Name of Branch (if any already exists)

Name of Person to Contact (if different from above)

Address

City Province/State Postal Code Country

Work Phone

Home Phone

Work Fax

Home Fax

Work E-Mail

Home E-Mail

By signing this document, signator affirms that all information contained herein is true and accurate.

Authorized Signature: Branch President/Student Branch Advisor (required)