



VANCOUVER EDUCATION ASSOCIATION, INC.
2509 Broadway • Vancouver, Washington 98663
Phone 360-695-3397 • Fax 360-694-8337

Conference Funding Request

In order to cultivate a strong, inclusive, and engaged base of union activists that reflects the full diversity of the VEA membership and the Vancouver community we serve, the Executive Board affirms the value of providing equitable access to leader development opportunities and Association funding support.

Conference funding requests can be made using this request form according to Policy 503.3, found under the Member Resources Documents tab on the VEA website www.vancouverea.org.

Upon receipt of this Conference Funding Request Form, the President or their designee will confirm receipt of the request, and either:

- Request clarification of the intended purpose/use of the funds; or,
- Take a vote of the Executive Board at their next regularly scheduled meeting to:
 - Approve the request in whole or in part; or,
 - Request further clarifying information from the applicant(s); or,
 - Provide the requestor(s) a written denial of the request which specifies why the request is being denied.

Only dues-paying members of the Vancouver Education Association are eligible for funding. Funding is subject to the capacity of the VEA budget, and if multiple applicants cannot be distinguished based on the stated criteria, funded attendees may be selected at random by the Executive Board.

Step 1: Applicant Information

Date: _____

Name: _____

School/worksite: _____

Position/role in VPS: _____

Email Address (personal): _____

Phone number: _____

Step 2: Conference Details

Name of Conference: _____

Sponsoring Organization: _____

Date(s) of Conference: _____

Location of conference (city/state or virtual): _____

Brief Description of the conference: _____

Do you have a flyer or website for the conference/event:

- Yes (please provide a copy to the Association)
- No

Step 3: Alignment with VEA Mission, Purpose, and/or Annual Goals

How will attendance at this conference support VEA's mission and purpose and/or the annual goals adopted by the VEA Executive Board? _____

Describe how attendance at this conference will directly or indirectly benefit the member of the Association: _____

Step 4: Funding support needed

What funding support will be required:

- Release time
- Substitute needed
- No substitute needed
- Travel
- Airfare/Train \$ _____
- Mileage reimbursement (IRS rate) Number of miles _____
- Uber/Ride Service transfer from arrival airport to conference hotel and back
- Meals (per diem pursuant to location) Number of B _____ L _____ D _____
- Registration fees \$ _____
- Lodging \$ _____

Estimated total requested: \$ _____

Step 5: Other factors to be considered

Have you received VEA support to attend conferences in the past two years?

- Yes
- No

If yes, please briefly explain: _____

Describe the role you currently occupy or are seeking within the Association and how this conference is relevant to that role or your interests: _____

