



# Allied Youth

## of Newfoundland and Labrador

### REGIONAL EVENT FUNDING APPLICATION



**Regional Event:** Any activity or event hosted by an AY Post in a region who invites one or more Posts from the same region to participate in the activity or event.

#### **Who should complete this application form?**

Any Post who is planning an activity or event where one or more posts from their region will be invited AND are requesting a subsidy from Allied Youth NL. The form should be completed by the hosting Post Executive with assistance from the Post Advisor(s).

#### **Is there any Provincial AY Funding available to assist with the event?**

Each year, Provincial AY budgets a small amount of money for regional events. You can request to receive a portion of this money for transportation purposes only to assist posts travelling to your event.

#### **What is the deadline for submitting an application?**

The application form must be submitted FOUR WEEKS prior to the date of the event.

#### **What is the procedure when our application is submitted?**

The application must be submitted electronically to your Regional Representative and your Director of Programming for your region (Avalon/Eastern - Cody Dunne and Central/Western - Sonia Lovell).

The application will be reviewed by the Director of Programming for the applicable region and then forwarded to the AY NL Programming Committee for a final decision. This Committee consists of members of the Board of Directors including: Chairperson, Vice Chairperson, Directors of Programming (Avalon/Eastern and Central/Western) and Provincial President.

#### **Do we need to work with the Provincial Executive members assigned to our region to plan an event?**

No, the Provincial Executive members are there to assist you with any questions you may have. However, they should be included in the planning if they are members of the hosting Post.

You only get out of A.Y. what you put into it!



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#### **GUIDELINES:**

- An application must be fully completed with a detailed proposed event schedule. Incomplete applications will NOT be reviewed and will be returned.
- A reasonable budget must be included with all applications.
- Funding requests can only be used for travel purposes and not for event programming.
- A Post Event Summary / Expense List must be completed and submitted within 21 days of the event. Copies of all receipts must be included with the documents.
- No Regional Event can occur in the same month as a Provincial Event (i.e. Leadership Training Weekend, Leadership Kick Off Weekend, Provincial Conference)
- Regional Applications will be reviewed and approved/amended on a first come, first serve basis.
- All Posts in a region should be invited to a Regional Event, whether or not all Posts can attend.

#### **SAMPLE ACTIVITY OVERVIEW & BUDGET**

Beiberville Community Post #2331 is hosting a regional activity. They are inviting all posts in the region to participate in an evening of sliding. They will be serving hot chocolate and cookies at Justin's house after the event. They are seeking funding for transportation for three posts that are an hour away. Everyone will also be responsible to bring their own mug to the event as an environmental initiative.

#### **BUDGET**

30 AYers expected to attend / 5 Post Advisors expected to attend

#### **INCOME**

Cost per AYer: \$1 (30 AYers x \$1/person)	\$30
Beiberville Contribution (from Post bank account)	\$25
Requested Provincial Travel Subsidy	\$200
<b>TOTAL INCOME:</b>	<b>\$255</b>

#### **EXPENSES**

Rental of Justin's House: \$25/hour	\$25
Hot Chocolate (Dominion - \$5 per can)	\$5
Cookies (Dominion - \$4 per tray of 12 - 5 trays required)	\$20
Napkins(Dominion - \$1 per package - 2 required)	\$2
Extra cups (Dominion - \$3 per package - 1 required)	\$3
One Bus for Transportation	\$200
<b>TOTAL EXPENSES:</b>	<b>\$255</b>

**This event is expected to break even.**

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**PLEASE PRINT AND COMPLETE APPLICATION IN FULL**

### AY Post Information

Name of AY Post & Charter Number (if applicable)		
President's Name:	President's Email:	President's Telephone #:
Post Advisor's (PA) Name:	Post Advisor's Email:	PA's Telephone #:

### Overview of Event (What are the details of your event/activity you are applying to host?)

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Event Date:	Start Time:	End Time:
Event Location:	Location Confirmed? YES ____ NO ____	Will more than one location be used? If yes, provide details

### What AY Posts will be invited to your event?

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### Will any observers be invited to your event? If yes, please list the areas

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### How will AYers/Advisors travel to your event?

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<b>Is your Post requesting money from Provincial AY?</b>	<b>How much is your post requesting?</b>
<b>How will this money be used?</b>	

### Event Schedule

On a separate sheet, please provide the schedule of the event. It is important to include specific details of the schedule.

### EXAMPLE:

10:00 AM	Icebreakers	All AYers will participate in Human Bingo and Fruit Bowl
11:00 AM	Education Session	Topic: Respect Speaker: Imma Great This session has been temporarily booked
12:00 PM	Lunch	Pizza - Dominos Pizza All AYers will receive 2 pieces of pizza, 2 cookies and a drink

### Budget

On a separate sheet, please provide the budget for the event using the example provided as a guideline.

**This application MUST be signed by both your Post President and Post Advisor.  
Electronic signatures are not acceptable.**

\_\_\_\_\_  
Post President

\_\_\_\_\_  
Post Advisor

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