Chapter Officer Training Request

ASEA Chapters established under Article 10 in the ASEA Constitution are created to provide a local network for the membership in its area. The purpose of chapters is to bring chapter members together to share ideas, and perspectives, as well as activities to promote solidarity.

ASEA Headquarters provides training to Chapter Officers on the roles and responsibilities of chapter officers, chapter bylaws, ASEA Governing documents, chapter finances, parliamentary procedures, community outreach and involvement, goal setting, chapter committees, solidarity events and volunteer member organizer training.

EXPENSES
The cost of the training will be covered by ASEA Headquarters and the Chapter as follows:
I. ASEA Headquarters
   A. ASEA Staff travel and lodging expenses
   B. Training materials
   C. Business leave
II. ASEA Chapter
   A. Training location
   B. Food and beverages
   C. Any additional expenses relative to items II. A and B above. i.e. – parking costs
The Executive Director will determine who will be responsible for any expense not listed above.

APPLICATION INSTRUCTIONS:
- The application must be completed by the Chapter President or Secretary on behalf of the President.
- A mailing address must be provided for materials to be sent prior to training.
- Select training topics that your chapter would like to cover. Please note that one-day of training will be sufficient time to cover 3 topics. Any additional topics will require two-days of training.
- Select your training time in accordance with the number of topics selected.
- The chapter must arrange a meeting location adequate for training. A conference table set-up is suggested; however a classroom setting will suffice.
- When inquiring about a meeting location, please be sure that it will be available for the proposed dates of training.
- Any additional information in regards to the training location should be noted in the application such as meeting location restrictions.
- The chapter must arrange for any snacks, beverages and lunches for the duration of the meeting.
- If there are other expenses that you would like to have considered, please provide the information with the application.
- List all of the Chapter Officers that will attend the training.
- Business leave hours – list the maximum number of hours that each person will need to be compensated for any time missed from work.
- Send the completed application to ASEA Headquarters via fax (907) 277-5206 or email the application ASEAHQ@afscmelocal52.org or maryann@afscmelocal52.org.
- Please allow up to 5 business days for a response.
Chapter Officer Training Request
ASEA/AFSCME Local 52, AFL-CIO

Send completed application to ASEA HQ at (907) 277-5206 Fax or scan and email ASEAHQ@afscmelocal52.org

Chapter Requesting Training ____________________________ Today's Date __________________

Contact Information:
Person Requesting Training _____________________________________________
Chapter Title __________________________________________________________
Telephone Number ______________________________________________________
Email Address __________________________________________________________
Mailing Address _________________________________________________________
City, State, Zip _________________________________________________________

The chapter requests training for:
☐ Officer Roles & Responsibilities (Duties, obligations, leadership, meetings and communications)
☐ Financial Training (Developing a budget, AFSCME Financial Standards and Trustee training)
☐ Governing Documents (AFSCME and ASEA Constitution, ASEA Policies & Procedures and Chapter bylaws)
☐ Activating the Membership (Chapter committees, community outreach, events and volunteer member organizing)
☐ Goal Setting (SMART Goals and strategic planning)
☐ Other Click here to enter text.

Training Time:
☐ 1 day – 7 hours – Select no more than 3 topics ☐ 2 day – no more than 14 hours – Select more than 3 topics

Logistics:
Location of Training: ______________________________________________________
Proposed Training Dates: ________________________________________________
Alternate Training Dates: ________________________________________________
Name of Conference Room: ______________________________________________
Special Instructions: (if applicable) _________________________________________
Additional expenses: _____________________________________________________

Attendees:

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<th>Chapter Position</th>
<th>Business leave hours requested</th>
<th>Contact Email</th>
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