

This form is interactive and saveable. Save it to your computer. Then open it and type your info and save it to your computer.

BUDGET: _____

ALPHA SIGMA STATE—ACTION PLAN

CHAIR: _____

COMMITTEE _____

20____ - 20____

MEMBERS: _____

LIST COMMITTEE GOALS (LIST IN GENERAL TERMS; CHECK EXECUTIVE GOALS)

HOW WILL YOU ACCOMPLISH THESE GOALS? (LIST ACTIVITIES, DUE DATES, EXPENSES AND PERSON RESPONSIBLE)

ACTIVITY	DUE DATE	EXPENSES EST	ACT	PERSON RESPONSIBLE	CHECK WHEN COMPLETED & COMMENT

Use another form if you need more space rather than scrolling so your statements go out of view. Be sure to name each page differently.

Action Plan Reimbursement

Expenses from the allocated Budget amount: \$

Standing Rule 3.75 Executive Committee members, Parliamentarian, committee chairs, Music representative and Area Liaisons

Fall Board

Early Registration \$
Mileage \$
Scheduled Meals \$
Lodging @ 1/2 room \$

State Convention (approximate)

Early Registration \$
Mileage \$
Scheduled Meals \$
Lodging @ 1/2 room \$

Standing Rule Line 210: lodging not to exceed one-half the double-occupancy room rate or room share (1/3 or 1/4)

Standing Rule 3.75b: State committee members

Fall Board Only

Mileage \$
Lodging @ 1/2 room \$

One scheduled meal \$

Standing Rule Line 210: lodging not to exceed one-half the double-occupancy rate or room share 1/3 or 1/4

For convention, committee members shall not receive reimbursement unless the president has given prior approval for the entire committee to be reimbursed and the budget permits this.

Vouchers must have all receipts attached, except for mileage and be submitted for processing no later than thirty days after the date incurred and prior to the close of the fiscal year (June 30).