



# AALAS Ben Cohen Branch Education Fund

Supporting qualified educational programs offered by AALAS branches.

The Ben Cohen Branch Education Fund (BCBEF) supports qualified educational programs offered by AALAS branches. In order to qualify for funding, branches must meet the branch compliance criteria and submit a complete application, including all supplemental documents. Funding cannot be awarded retroactive to an event or program.

## Types of Funding

### Regular Funding: \$1,000 limit

Eligible branches may apply for up to \$1,000 per year per branch without BOT approval. Applications for funding must be submitted to the Executive Director at least 60 days prior to the event. Applications must include:

- Application form
- Itemized budget for the event
- Letter of support from one of your BOT Trustees (email acceptable)

### Supplemental Funding: \$5,000 limit

In addition to funds received through regular funding, up to \$5,000 may be requested by eligible branches for special or larger events. Such funding can be used by a single branch or multiple branches planning a joint event. Supplemental funding requests are reviewed by the BOT during a regularly scheduled business meeting; approval of such requests is contingent upon the availability of funds. Applications for these funds must be submitted as an action resolution (AR) by a trustee from within the branch's district no later than the published deadline for AR submission (approximately 6 weeks prior to each BOT meeting).

## Qualified Educational Expenses

### Eligible expenses include:

- Speaker's fees, travel, and expenses
- Workshop/wet lab expenses, including equipment and supplies

- Local outreach program expenses
- Other expenses as deemed appropriate by the AALAS President and Executive Director

### Ineligible expenses include:

- Food
- Beverage
- Decorations
- Scholarships
- Certification fees
- Award stipends
- Other individual benefits
- Other expenses as deemed unacceptable by the AALAS President and Executive Director

## Branch Compliance Criteria

BCBEF funding is only available to AALAS branches that meet the following criteria:

- Have at least 10 members who are AALAS national members.
- Provide to the AALAS national office a list of current officers within 30 days of each election.
- Provide a current membership roster, including contact information for members, to the AALAS national office as requested, but at least once yearly (by May 1).
- Provide to the AALAS national office a current copy of the branch constitution and bylaws; submit revised copies as appropriate.
- Provide evidence of IRS tax-exempt status or evidence of an IRS tax filing.

## After the Event

Within 30 days of the event, branches receiving BCBEF funds must submit a written report about the event to the BOT. This report must include a summary of the program or event (such as the number of attendees and a narrative evaluation of the event) and an account of how funds were used. Any unused funds must be returned to the national office with the report.

## Application Form

In order to qualify for the BCBEF, branches must meet the branch compliance eligibility criteria and submit a complete application, including the required supplemental documents. Note: Funding cannot be awarded retroactive to an event or program.

Submit the completed application form and all supplemental documents to the AALAS Executive Director (ann.turner@aalas.org).

## Branch Information

Branch name \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Event Information

Event Title \_\_\_\_\_ Date \_\_\_\_\_

Purpose of the event \_\_\_\_\_

Description of the educational program \_\_\_\_\_

Description of how BCBEF funds will be used \_\_\_\_\_

### Branch Criteria Checklist

*Branches failing to meet these criteria are not eligible to receive BCBEF funds.*

- Branch has at least 10 members who are AALAS national members.
- A list of current branch officers is on file at the AALAS national office.
- A current membership roster is on file at the AALAS national office.
- A current copy of the branch constitution and bylaws is on file at the AALAS national office.
- Evidence of IRS tax-exempt status or IRS tax filing is on file at the AALAS national office.

### Supplemental Documents Checklist

*Be sure to attach the following documents with your application.*

- An itemized budget for the educational program showing how the requested money will be allocated.
- A letter of support (email acceptable) signed by at least one trustee from within the branch's district.

Submit application to Ann Turner at [ann.turner@aalas.org](mailto:ann.turner@aalas.org). Fax 901-753-0046. Questions? Call 901-754-8620 or email [info@aalas.org](mailto:info@aalas.org).