AATCC Section Request for Financial Assistance

Preliminary Notice of Requested Funds (must submit **4-6 months** prior to event date)

(***Approval of all or part of a loan request is at the discretion of AATCC***.)

Date:	
Section Name*:	
Section officer name:	
Event Name:	
Event Description:	
Proposed dates:	
Requested amount of (no-interest) loan (approximate):	
When will Section repay loan?	○ Immediately post-event (within 2 weeks) ○ Up to 6 months post-event ○ Up to 9 months post-event
Proposed Goals for event (meeting at least 3 agreed upon goals may turn part of the loan into a gift—up to but not to exceed 25%)	Examples: ○ Number of attendees greater than ___________ ○ Number of new AATCC members gained via event ____________ ○ Total amount of sponsorship funds greater than __________ ○ Total amount of funds raised for Section Scholarship greater than _____________ ○ Intangible benefits such as exposure, member engagement, professional networking, etc. Describe: _____________________________________

Signed (section officer signature and date): ____________________________________

Headquarters Approval #1 (signature and date): ___________________________________

Headquarters Approval #2 (signature and date): ___________________________________

****FOR INTERNATIONAL SECTIONS:** Since each country will have different laws, and AATCC wishes to comply with all local laws, each international Section is responsible for hiring their own legal counsel to advise AATCC on local laws with regards to zero-interest loans to the Section. **Attach the legal opinion, on the attorney/legal counsel's letterhead, to this form.** This official legal opinion must answer the following:*

- *What are the rules in your country for making zero-interest loans from AATCC to your local Section?*
- *What are the tax implications of such a loan—for AATCC and for your Section?*
- *Are there any potential fines or penalties we risk in regard to such a loan?*

AATCC Section Request for Financial Assistance

Final Notice of Requested Funds

(must submit **30-45 days** prior to event date; update any portions of preliminary request as needed)

(Approval of all or part of a loan request is at the discretion of AATCC.)

Date:	
Section Name:	
Section officer name:	
Event Name:	
Event Description:	
Proposed Dates:	
Proposed **amount of loan** (approximate):	
When will Section repay loan? *	○ Immediately post-event (within 2 weeks) ○ Up to 6 months post-event ○ Up to 9 months post-event

* The loan repayment should be included in the Section's meeting minutes (financial) under Old Business until the loan is repaid.

Attach document with agreed-upon goals for the event.