



Request for Attendance at CWA Statewide Meeting

Member's Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

(No reimbursement for tours or meals outside of Statewide Meeting.)

Dates of Statewide Meeting: \_\_\_\_\_ Location - City: \_\_\_\_\_

Dates planned to stay at CWA designated hotel: \_\_\_\_\_

CWA designated hotel cost per night: \_\_\_\_\_ Estimated hotel cost: \_\_\_\_\_

(Chapter only pays for half of room cost for members only.)

Member roommate(s): \_\_\_\_\_

(No mileage is paid by the chapter.)

Deadline for early registration: \_\_\_\_\_

Date this form was submitted to CWA Santa Maria Chapter Treasurer: \_\_\_\_\_

Please submit this completed form to Melissa Shiffar, Chapter Treasurer as soon as possible, no later than the second Tuesday of the month prior to the Statewide Meeting (date of Chapter Board Meeting).

Chapter reimbursement requests may be downloaded from our website [www.santamariacwa.com](http://www.santamariacwa.com) and submitted to Melissa Shiffar at [melissa@ranchoguadalupe.com](mailto:melissa@ranchoguadalupe.com) as soon as possible. Preferably up to 30 days after attendance to the Statewide Meeting date.

Approval of requests are decided by the Executive Board on a case by case basis. Priority is given to Executive Board members, Task Force Directors, Committee Chairs, then the general membership depending on contribution to the Chapter.