



Meeting/Budget REQUEST FORM

Planning a lunchtime meeting, hot dog event, coffee and donuts social or other event for your district?

About the form

- Begins the budget process to pay for food
- Initiates communications for flier, etc.
- Adds event to online calendar

How to host a district-wide event

1. Pre-event

- **Event details** – Date, time, location, title, speaker and, if hybrid, you will need to share the link.
- **Food** – If needed – what type of food, estimated cost and plan for getting it to the meeting. Note: Staff are not always available to handle food delivery.
- **Who's involved** – Are you teaming up with other Council Reps in your district or in another district? Have you made your Contract Administrator aware – even if they are not the speaker? Are other members volunteering to help?

***You will need this information
to be ready to fill out the form***

<https://speea.org/meeting-budget-request-form>



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Meeting/Budget Request Form

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2. Day of event

- **Sign-in sheet** – <https://speea.org/forms/event-sign-in-sheets/> for both electronic and paper sign in sheets.
- **Tech needs** – Are you set up for what is needed for the speaker and hybrid?
- **Food** – Your plan is confirmed for getting food to the event, and you have a garbage bin for waste.
- **Take photos** – send photos to photos@speea.org - remember – no badges.



3. Post event

Send the following to accounting@speea.org for Department of Labor requirements.

- **General Expense Report** – Online under Resources/Forms, Petitions, Delineations.
- **Attachments** – Detailed receipts and sign-in sheet.
- **Flier/Invitation** – This shows it was for members in your districts(s).

Keep in mind

- **Budget for each Council Rep** – \$600 total from June 5, 2026, through March 31, 2027.
- **Other Council Reps and districts** – You can team up to host an event with other Council Reps who also have their own \$600 budget.
- **Detailed receipts, sign-in sheets and event flier/invitation** – You will need these items to submit with your General Expense Report to accounting@speea.org.
- **Covers district(s) member events only** – You don't need to fill out this form for CR/AR lunches.
- **Have updates to a form you submitted?** – Email memberevents@speea.org.