

OKLAHOMA LIBRARY ASSOCIATION WORKSHOP REQUEST FORM

This form must be completed and submitted to the OLA Executive Board for approval at least 10 weeks prior to the workshop (NOTE: Form to be mailed to Board with Agenda one week prior to the Board meeting. A draft copy of the registration flyer and the completed Workshop Worksheet must be attached.)

Sponsoring Division, Roundtable, or Committee: _____

Person Submitting Request: _____

Address: _____

Telephone _____

Name of Workshop _____

Date _____

Location/Place of Workshop _____

Brief Description _____

Date(s) of Planning Meeting(s) _____

Continuing Education Committee Representative _____

BUDGET

1. Expenditures (List details below)

Postage for mailing Registration Form \$ _____

Other Postage _____

Printing (Registration Form) _____

Printing (Handouts, etc.) _____

Telephone _____

Supplies _____

Speaker Fee _____

Speaker Transportation _____

Speaker Lodging _____

Speaker Meals _____

Other (Specify) _____

TOTAL EXPENSES \$ _____

DETAIL EXPENDITURES. List speaker's name(s), specify "supplies," "other expenses," etc.

II. Anticipated Income. List separately all sources of income and amounts.

Minimum Registration Fee for OLA Members: \$30.00; Nonmembers:

Double. (Anticipated Income must be at least equal to Expenditures)

TOTAL ANTICIPATED INCOME : \$ _____