

Oklahoma Library Association Workshop Request Form (To be used when co-sponsoring with affiliate group)

This form must be completed and submitted to the OLA Executive Board for approval at least 10 weeks prior to the event. (Note: Form to be mailed 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: _____
 Affiliate Co-sponsoring Group: _____
 Person Submitting Request: _____
 Name of Workshop: _____
 Location/Place of Workshop: _____
 Brief Description: _____
 Date(s) of Planning Meeting(s): _____
 Continuing Education Committee Representative: _____

BUDGET

I. Expenditures	\$ Expense	OLA %	Affil. %
Postage for mailing Reg. form	_____	_____	_____
Other Postage	_____	_____	_____
Printing (Reg. Form)	_____	_____	_____
Printing (Handouts, etc.)	_____	_____	_____
Telephone	_____	_____	_____
Supplies	_____	_____	_____
Speaker Fee	_____	_____	_____
Speaker Transportation	_____	_____	_____
Speaker Lodging	_____	_____	_____
Speaker Meals	_____	_____	_____
Other (specify)	_____	_____	_____
TOTALS	_____	_____	_____

*OLA and Affiliate participation should be expressed as a percentage of each items' expense. Total percentage of participation by each group should be listed here. Profits or losses are prorated using these same percentage figures.

DETAILS OF 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 \$ _____

III. If, by seven days prior to the event, only 40% or less of expected registration is filled, OLA assumes no responsibility for the program's presentation.

Exceptions to existing OLA policies must be approved by the Executive Board.