



Federal Asian Pacific American Council

FAPAC

P.O. BOX 23184 | Washington, D.C. 20026-3184 | www.fapac.org

Request for Chapter's Financial Report, Membership Fee 1/3 Reimbursement at the end of Fiscal Year

Requestor's Name/Position: _____ / _____
Contact Info (email/phone): _____ (____ / _____)
Chapter Name/Date Chartered: _____ / _____

Chapter Presidents should submit the following documents to the National Chapter Committee Chair to accompany this request for the 1/3 membership fee reimbursement:

1. Report of the Chapter's accomplishments for fiscal year 2022 and planned 2023 activities (could include elections, fundraising activities, changes to the chapter's bylaws etc.)
2. 2022 Annual Financial Report for the Chapter (please use template provided)
3. LIST OF ACTIVE MEMBERS (member's name, date and type of membership) as of September 30, 2022, for the 1/3 Membership Fee Reimbursement (please use template provided)
4. List of Life members included in previous reimbursements if applicable.

I understand as the President, I am responsible for the integrity of the financial records of this Chapter. All pertinent transactions must be appropriately recorded and audited. An annual report of the Chapter's financial status (from October 1, 2021 to September 30, 2022) should be submitted to the national FAPAC Chapter Committee Chair, who will disseminate it to the National Board of Directors and Regional Director (as required).

Name: _____

Signature: _____

Date: MONTH/DAY/YEAR

