

Host District Financial Agreement

Purpose: To confirm the financial procedures and agreement for the annual conference between the TEEA host district and the TEEA Board of Directors.

Agreement: The TEEA Board of Directors agree to advance up to two thousand dollars (\$2,000.00) to District _____ TEEA to assist with preparation for hosting the TEEA Annual State Conference on _____.

The advance will be available by January 1, contingent on a **written request signed** by the host District Director and District Treasurer and received no later than March 1.

District _____ TEEA agrees to pay the \$_____ advance to TEEA by October 15, _____.

District _____ TEEA will deposit the advanced funds into the District _____ TEEA account.

Signatures:

(Name)
District _____ Director

(Name)
State President

Date _____

Date _____

(Name)
District _____ Treasurer

(Name)
State Treasurer

Date _____

Date _____