

cta Statement of Claim - 2008 AFT Delegate Assembly

Please complete where marked* and attach your security deposit check for \$1,320.00 for an advance check.

Account No: 7160 Account Title: AFT Delegate Amount: \$1,320.00
For: Allotted funding.

Payable to _____
*(name, please print) *(work location) *(signature)

For Office Use Only:

Date of Check: 5/9/08 Check Number _____ Check Amount \$1,320.00

Authorized by _____

C T A M E M O R A N D U M

(Complete form above, detach at line above and return)

TO: 2008 AFT DELEGATES/ ALTERNATES
FROM: Orange CTA /Joyce Willis / 407-298-0756 ext 214
DATE: April 10, 2008
RE: AFT Convention Information

Congratulations on being elected as a delegate to the 2008 AFT Convention. **CTA will Fund 22 delegates and all others are considered Alternates and NON-FUNDED.** We will notified you if your Status changes from Alternate to Delegate when and if we have any cancellations. Please complete the enclosed delegate information / emergency form **if you are or are not** attending the convention in **Chicago, Illinois**. We are housed at the Hyatt Regency Chicago. If you have made your own arrangements please notify us. If you are planning to stay at this hotel, the arrangements have to come through the CTA office and we will send them on to AFT.

**** IMPORTANT INFO IN RED BELOW****

**** THE ENCLOSED HOTEL INFORMATION FORM, ALONG WITH YOUR SECURITY DEPOSIT CHECK MUST BE TURNED IN TO JOYCE AT THE CTA OFFICE BY APRIL 25, 2008 OR NO ARRANGEMENTS WILL BE MADE. NO EXCEPTIONS! ****

Complete the statement of claim on the back and include a deposit check for \$1,320.00 made out to Orange County CTA. We will hold your check, and return it to you along with \$320.00 after you return from the convention and have met the attendance requirements. You must provide us with your \$1,320.00 check at the same time this form is filed. It is requested that you adhere to the above timelines so that you will have your pre-payment in advance of the convention. Your delegate checks will be ready no later than May 12, 2008.

Return the completed hotel information form even if you are not staying at the Hyatt Regency Chicago. We need the emergency information on file.

Attachments:

- List of Delegates/Alternates (Remember only 22 funded delegates)
- Delegate Information
- Hotel Information /Emergency Form

Thank you for your cooperation!

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After attending the Convention : To be Given to Delegate with the VOIDED security deposit check for \$1320.00 after AFT requirements OK'd

Account No: 7160 Account Title: AFT Delegate Amount: \$330.00

For: Balance of funding to be paid after AFT & Presidents Approval.

Payable to _____
*(name, please print) *(work location) *(signature)

For Office Use Only:

Date of Check: _____ Check Number _____ Check Amount _____

Authorized by _____