

**North Central Ohio Education Association  
Local Delegates Stipend Request  
NEA Representative Assembly**

Name \_\_\_\_\_ Date \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_, OH (zip) \_\_\_\_\_

Email \_\_\_\_\_

**Guidelines**

NCOEA recognizes that local and cluster delegates to the NEA Representative Assembly represent all NCOEA members. The NCOEA Representative Assembly has authorized partial funding for local and cluster delegates from NCOEA locals. A fund of \$10,000 will be shared equally by the delegates with the restriction that no delegate will receive more than the OEA delegate allowance. In order to receive funding the NCOEA expects delegates to attend all scheduled sessions of the OEA Caucus and the NEA Assembly.

- 1 The first caucus is normally the first Saturday in June in Columbus
- 2 The next five (5) caucuses will be at the OEA Headquarters Hotel each morning
- 3 The NEA Representative Assembly will run for four (4) days beginning at approximately 10 am and concluding after 5 pm. On the last day the assembly will run until all business has been concluded.
- 4 Each delegate will have to present receipts for expenses, air fare, hotel, travel to airport, parking, meals (must be detailed, no reimbursement for alcohol), etc. or he/she will be issued a 1099 at the end of the year showing the grant as income.

If a delegate's attendance raises questions, NCOEA Executive Committee members at the NEA Assembly will instruct the Executive Secretary-Treasurer to withhold the funding check until the NCOEA Executive Committee can meet to discuss the individual situation. Otherwise, delegates will be paid on the afternoon of the last day of the assembly.

Signature of Delegate: \_\_\_\_\_

*Please return this form after the first Caucus in Columbus to:*  
*Becky Cashell 295 Chapman Way Lexington OH 44904*  
[ncoeabecky@gmail.com](mailto:ncoeabecky@gmail.com)

*You will NOT receive your stipend until this form is returned.*

NOTE: You must also fill out and turn in an Expense Voucher with appropriate receipts to avoid receiving a 1099 Income Form for the IRS.