AREA/REGIONAL EDUCATIONAL CONFERENCE APPLICATION CHECKLIST

Items To Be Completed By Local Leadership For Approval as Regional Conference

__ Conference planning committee is in place, including members of other cognate groups (NACC, ACPE, AAPC, NAJC, CAPPE)

__ Conference planning committee works along with APC Local Leadership (i.e. State Representative, Membership Services Chair, Continuing Education Chair, Advocacy Chair, Area Certification Chair)

__ **Application for Accessing Financial Assistance for Area/Regional Educational Conferences** and **Proposed Conference Budget** are submitted to APC National Office

Items To Be Completed By Local Leadership For Approval as Regional Conference

__ Upon receipt of mailing list from the APC National office, Local Leadership will send publicity of conference to APC members in surrounding states

__ Local Leadership will send out publicity to other cognate group members in the surrounding area

__ Local Leadership will plan for Regional Conference to be financially self-sufficient

Association of Professional Chaplains
1701 E. Woodfield Road, Suite 400
Schaumburg, IL 60173

Phone: 847-240-1014
Fax: 847-240-1015
Email: info@professionalchaplains.org