

**AEMA Request for pre-approval of meetings and special projects**

**Member Information**

Name:

Organization or School:

Address:

City: State or Province: Country: Postal Code:

Area Code and Phone number: Alternate Phone number:

Email:

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**Meeting Request**

All meetings outside of convention must be pre-approved by the CEC Chair prior to the event. A tentative agenda should be included with the request. A final version of the agenda should be submitted along with the list of attendees and given to the district CEC representative and the CEC Chair. A copy of the pre-approval form will be sent to the appropriate district ceu representative.

Group that is meeting (ie conference meetings, district meetings, all other meetings held outside of convention)

\_\_\_\_\_

Date of anticipated meeting \_\_\_\_\_

Will members from multiple districts be attending? If so, please list districts \_\_\_\_\_

\_\_\_\_\_

\*\*Please attach a copy of the agenda for review. If vendors will be in attendance as well, please supply the list of vendors as well.

**Independent Research Request**

Topic proposed:

\*\*Please provide any additional information you feel is pertinent

**Other Special Project**

Proposed Special Project:

\*\*Please provide any additional information you feel is pertinent

Please submit this form to Robin Wert-Eller, CEC Chair

Robin Wert-Eller

Coordinator of Equipment Operations

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Lancaster, PA 17604

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For CEC use only

Request approval date \_\_\_\_\_ or

Reason for denial of request: