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**Application for Recognition & Funding of a PEF Special Committee**

PEF encourages the participation of its members in the union and union-related activities and looks to their expertise to help guide the organization in its mission.

We recognize that there will be times when union members may have need for particular attention to situations which affect their work lives or working conditions as individuals or as a group. As such, the union may endorse the development of internal committees whose purpose is to improve the lives of PEF members with respect to terms and conditions of employment and those objectives set forth in PEF's Constitution and policies. Such committees can be of mutual benefit to the union and the group.

Committee designation will be considered upon completion of an application filed with the President. The member(s) or group requesting designation must describe the need for and purpose of the committee, outline its annual goals and proposed activities, estimate the number of members to be served or impacted, and propose a budget. (Existing committees will be expected to comply with the new procedure)

Upon receipt of application, the President will bring the request to the Executive Council, which will make a recommendation to the Executive Board of PEF. The Executive Board will make the final decision on official sanction of the special committee.

As part of the annual budget process, the Secretary-Treasurer of PEF will recommend to the Executive Board, for its approval, an amount of money for each duly sanctioned special committee, adequate to its annual goals and considerate of the union's overall financial ability.

Committees so recognized by PEF are required to submit, on a quarterly basis, a report of their activities and accomplishments, including a financial statement to the Executive Board. These reports will serve as the basis for determining future recognition of the committee and its budgetary allotment.

The leadership of special committees, in compliance with PEF's Constitution, shall be appointed and/or approved by the President.

Adopted: March 2, 1995 Executive Board Meeting

1. **The name of the proposed committee is:**

Click or tap here to enter text.

1. **How does this Special Committee propose to improve the lives of PEF Members, with respect to terms and conditions of employment?**

Click or tap here to enter text.

1. **How does this Special Committee propose to align with the objectives of PEF set forth in PEF’s Constitution (Article II) and policies?**

Click or tap here to enter text.

1. **Describe the need for and purpose of proposed committee.**

Click or tap here to enter text.

1. **Outline the Special Committee’s annual goals and proposed activities.**

Click or tap here to enter text.

1. **Estimate the number of Members to be served or impacted by the formation of this committee.**

Click or tap here to enter text.

1. **Provide a one-year budget to include: Membership fees per Member, expected startup assistance from PEF, expenses for meetings, seminars, printing, copying, mailings, recruitment drives and/or any other related expenses you expect to incur.**

Click or tap here to enter text.