

EWCPA ACTIVITIES REQUEST INSTRUCTIONS

Important Information:

- **Once approved by the EWCPA Board, it takes a minimum of 10 business days for the EWC to review and process events. Please plan accordingly.**
- All activity expenditures must be approved by the EWC before any purchases are made.
- Indicate if you are requesting a **cash advance**, or will **purchase items with your own funds and then request reimbursement**. In either case you must submit itemized original receipts after purchase. Information on receipts must align with what you provide on the EWCPA Activities Request Form.
- **Only original receipts will be accepted.** Contact [Mona Nakihei](#) if you are unable to provide this.
- Estimate expenses carefully. For a cash advance you are expected to spend the amount requested on this Form, or to return the **exact amount of unspent funds** to Mona with your original receipts. **EWC Cashier does not provide change.**
- For reimbursement, you are also expected to spend the amount estimated on this Form, or less. It is better to overestimate and spend less than to go over. Budgetary overages exceeding 10% will not be reimbursed.
- If interested in receiving a cash advance, completed Form must be submitted to EWC at least two weeks before activity.
- **Personal expenditures are not allowable.** Thus, if you purchase personal items while shopping for an EWCPA activity, make sure to purchase those items in a separate transaction. Additionally, do not include personal items on any receipts you submit for an EWPCA activity.
- Event announcements must include the EWCPA name to receive funding.

Process:

1. Contact [Mona Nakihei](#) to check on availability of the EWC Facility you would like to book / use for the EWCPA event.
2. Complete all sections of **Part A** of the *EWCPA Activities Request Form* (page 2). Name, email, and HM MSC Box # of the person completing the *EWCPA Activities Request Form* should appear in the section labeled Event Coordinator / Person Receiving Money.
3. Complete [Request to Use EWC Facilities Form](#). EWC Covid-19 rules on space usage are in effect and need to
4. Email *EWCPA Activities Request Form* and *Request to Use EWC Facilities Form* to [Mona Nakihei](#) for review, with a Cc to the EWCPA Co-Presidents and Treasurer (**Part B**).
5. EWCPA Co-Presidents and Treasurer will then review the *Forms* and, if supportive, email their approval to Mona.
6. Mona will then email Education Program Advisors [[Karima Daoudi](#) and [Steve Bell](#)] for their review. (**Part C**).
7. Education Program Advisors will review the proposed event and Forms. If amenable, they will **conditionally approve**, and return the *Forms* to Mona.
8. Mona will indicate the following: a) your *Forms* have been sent to EWC Fiscal for cash advance check processing (check will be mailed to you within 10 business days), or b) you have received **conditional approval** to purchase items with your own funds, which you will need to request reimbursement for.

EWCPA ACTIVITIES REQUEST FORM

Part A

WITH AN "X" IN THE APPROPRIATE BOX, INDICATE WHETHER YOU REQUEST A CASH ADVANCE OR REIMBURSEMENT: <input type="checkbox"/> CASH ADVANCE <input type="checkbox"/> REIMBURSEMENT	
TITLE OF ACTIVITY	
BRIEF DESCRIPTION OF ACTIVITY	
VENUE OF ACTIVITY	DATE OF ACTIVITY
BUDGET OF ACTIVITY (Feel free to add lines below or attach detailed budget, if necessary.)	
Item	Amount
Total Amount	
ACTIVITY COORDINATOR / PERSON RECEIVING MONEY	
Name / Email	Hale Manoa MSC Box #

Part B

EWCPA CO-PRESIDENT(S) AND TREASURER APPROVALS. Co-Presidents and Treasurer signatures are required.			
EWCPA Officer	Title	Email	Signature
Priscilla Wang	Co-President	pywang@hawaii.edu	
Krystine Cabrera	Co-President	kawcabre@hawaii.edu	
Naoki Itakura	Treasurer	in33@hawaii.edu	

Part C

EWC APPROVALS Education Program Advisor	Title	Email	Signature
Karima Daoudi	Advisor	daoudik@eastwestcenter.org	
Steve Bell	Advisor	bells@eastwestcenter.org	