

Part-time Membership Tracking Grant Instructions

- CCA has instituted the Part-time Membership Tracking Grant program so that CCA locals which represent part-time members can track and retain unexpected drops of part-time members by CTA and so that CCA itself can gather data on part-time member drops.
- Since membership information is proprietary, part-time membership tracking grants are intended to compensate a responsible party in the local (*e.g.*, a local officer, a local membership committee member, a member of the local, an employee of the local).
- Part-time membership tracking is primarily a clerical undertaking; grant recipients should be familiar with spreadsheets and should receive training for and access to Falcon/CTA360 through the local president.
- The grants provide \$30 per hour up to \$1500 per academic year, payable monthly upon receipt of an accounting of hours and monthly membership data. For exceptions exceeding \$1500, see #8, below.
- These grant funds are taxable income to the individual who receives them; grant recipients will be required to submit a W-9 to CTA prior to payment.

Submit your completed grant request and send the request to grantsawards@cca4us.org and to the chapter Primary Contact Staff.

Please use the subject line "Part-time Membership Tracking Grant [your chapter name]"

1. Date:
2. Name of local (no acronyms):
3. Name and position of responsible individual/grant recipient:
 - a. Contact information:
4. Name of local President:
 - a. Contact information and statement of support:
5. Name of chapter Primary Contact Staff:
6. Number of part-time members:
7. Number of part-time non-members:
8. If 50 hours during the current academic year is insufficient to complete the grant work, please explain why and indicate the number of hours beyond 50 that may be required.
9. With this request, applicants must submit the names only of the local's current members along with a brief explanation about how this list of names was assembled (*e.g.*, from Falcon or CTA 360, from payroll, from Governing Board documentation, from AB 119 data) and is maintained.
10. The CCA President or Vice President will send notification of grant approval.

To claim grant funds, not more than once a month, the responsible party/grant recipient should submit to grantsawards@cca4us.org and to the CCA Treasurer (treasurer@cca4us.org).

- A time sheet to serve as an invoice signed by the local president,
- The names of part-time members unexpectedly dropped (as confirmed through Falcon/CTA360), and
- The names of part-time members reestablished (as confirmed through Falcon/CTA360)

Membership data is proprietary; the responsible party/grant recipient named above agrees to maintain confidentiality and to share membership information only within the local and with CCA Officers.