

# Affiliate Financial Assistance Program CHECKLIST

Once all compliance documentation has been submitted, use this form to track all documents needed to submit a request for the Affiliate Financial Assistance Program.

Documents can be faxed directly to the Governance and Affiliate Relations Department at 505-298-5063 or emailed to [affiliaterelations@asrt.org](mailto:affiliaterelations@asrt.org).

## Affiliate Membership List

Affiliate membership list in Microsoft Office format (Excel or Word document).  
List must include: member name, ARRT number and mailing address.

## Proof of Current Policies

A copy of your affiliate's financial policies and procedures manual.

## Survey

Completed Affiliate Financial Assistance Program Funds Usage Report.

## Agreement

Signed Affiliate Financial Assistance Program Agreement.

**Note:** In addition to submitting the items listed above, Affiliates must have completed all requirements for their current compliance cycle, previously submitted 2 qualified delegate names and their Affiliate Delegate Information forms by the last business day of January, and seated 2 qualified delegates at the Annual Governance and House of Delegates meeting that occurred **during ASRT's previous fiscal year.**\*

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\*ASRT's fiscal year is October 1 - September 30

Affiliates that meet the requirements will receive the funds after application review and approval.