International Convention and Regional Conference Subsidy Request Policy

Members who may request convention/conference subsidies:

A. State parliamentarian and state committee chairs

B. Members who are presenting workshops or have been requested to perform a specific task at the Conference or Convention

C. Members participating in a training workshop provided by International, i.e. new chapter presidents, first-time participants, state editor, etc.

The amount of the subsidy shall depend on the number of applications received for each category.

The official application must be postmarked no later than May 25. Applicants will receive notification of the amount of the subsidy following the June Executive Board Meeting. Checks will be processed after July 1 and should be received prior to the convention or conference.

Note:

• Applicant’s position and responsibility are taken into consideration when subsidy amounts are decided.

• State officials who are already receiving specific budgeted subsidies do not qualify for additional subsidies.

• Chapter presidents whose chapters provide a subsidy may request a state subsidy. However, presidents who receive minor or no chapter subsidy will be given preference.
Name___________________________________________ Chapter_______________________

Address____________________________________________________________________________

Email___________________________________________ Phone________________________

Chapter/State Position________________________________________________________________________

Rationale for request: (Responsibility at Convention/Conference)

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Amount of time required to complete above responsibility: (i.e. Full-day workshop, half-day workshop, etc.)

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Application must be postmarked by May 25 and mailed directly to the State President.

For Accounting Purposes Only:

Date Postmarked:__________________________ Date Member Notified:________________________

Amount of Subsidy:________________________________________________________________________

If denied, rationale:________________________________________________________________________

President’s Signature___________________________ Date____________________________