



Proposed Policies & Procedures: Delegate Grant Program

OVERVIEW

The Conference Board of Directors is dedicated to the goal of full participation by the member boards in the Annual Meeting of the Delegate Assembly. Therefore, The Conference offers the opportunity for member boards to apply for financial assistance to attend the meeting with the Delegate Grant Program. Through the program, The Conference commits to providing *reasonable* travel expenses incurred to the accepted delegate(s) so they may attend the meeting and participate in the Delegate Assembly.

As a non-profit organization, The Conference must be fiscally prudent at all times. The number of grants available is determined by the Board of Directors. Funding is limited and will be awarded based on the needs of each member board, district representation, and criteria deemed appropriate by the Board of Directors.

Those accepted into the Delegate Grant Program are required to adhere to the following policies, and The Conference reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

The Delegate Grant Program shall apply to one voting delegate per member board. Per The Conference by-laws: *Article III. Definitions. Section 4. Delegate.* "Delegate" shall mean a current member or Member Board Staff designated by the Member Board as its representative."

CRITERIA & PROCEDURES

In order for individuals to be eligible to participate in the Delegate Grant Program, the delegate grant award recipient must attend the Annual Meeting in its entirety and answer roll call (if designated as the voting delegate) during the business luncheon.

1. Applications for the Delegate Grant Program must be submitted by the stated deadline. *Please note applications and delegate grant awards are non-transferrable.*
2. Staff will verify the candidate's member board is in good standing and that the candidate meets the "Delegate" definition as stated in the by-laws.
3. Verified applications will be reviewed by The Conference Board of Directors. Applicants will be notified on the status of their grant request by The Conference staff. If a delegate grant is awarded, the recipient will be notified and The Conference staff will follow-up regarding travel arrangements. If a delegate grant application is not approved, the applicant will be notified in writing and is encouraged to apply during the next application cycle.
4. Once registration and travel is confirmed, the delegate grant recipient will receive a personalized expense report, which will detail the expected reimbursements.

5. Requests for reimbursement should be made as soon as possible, but in all cases, within 30 days of the time when the expenses were incurred.

DELEGATE GRANT POLICIES

1. In order for a delegate to be eligible for the Delegate Grant Program, the delegate's member board must be in good standing with annual dues paid in full.
2. Annual Meeting registration fee for those awarded the delegate grant will be waived. Event fees of any additional guests are the responsibility of the delegate.
3. Meeting registration includes only the meals stated on the registration form. No reimbursement for additional meals, snacks, and drinks will be provided.
4. Hotel accommodations include up to three (3) nights at the designated hotel and the delegate grant recipients will be included on the group master rooming list. Any hotel charges for additional persons sharing the delegate grant recipient's room are the responsibility of the delegate grant recipient.
5. Upon check-in, the delegate grant recipient is to provide a credit card for incidental expenses at the hotel. Incidental expenses such as meals, in-room movies, in-room internet fees (if applicable), minibar charges, laundry, or cleaning services will not be reimbursed. All room taxes are paid by The Conference.
6. Delegate grant recipients must contact The Conference office to arrange for air transportation. Travel arrangements must be made at the earliest possible time, but in all cases no less than 30 days in advance of the first day of travel. Airfare is non-refundable and will be booked at the most economic rate. Upgrades, itinerary changes, and bag fees will not be reimbursed by The Conference.
7. The delegate grant recipient must agree to all others terms as set forth in The Conference travel and reimbursement guidelines.
8. The delegate grant recipient must agree to provide a professional summary (within 2 months) reporting on their experience and impact of attending. The recipient understands that some or all of the summary report may be shared in Conference publications.