

## Board Policy Standards

### Policy Type: Financial Management

### Policy Title: Chapter Funding

**Policy Objective:** To ensure that the annual distribution of funds in support of Chapters is dispersed equitably based essentially on the level of activity, and within budget limitations as authorized by the national Board of Directors.

**Policy Statement:** The Board of Directors will determine on an annual basis the maximum level of funding for each Chapter from the budget of the national organization. Applications for funding must be submitted by a designated member of each Chapter's Executive Committee.

### Policy Application:

1. Funds will be allocated based on the current funding scheme:

Chapter Activity	Current Funding Scheme
Business Meeting (at least 5 members, minutes submitted)	<b>\$1000</b> /meeting (to a maximum of \$1000)
Annual General Meeting (at least 5 members, minutes submitted)	<b>\$1000</b> /AGM (to a maximum of \$1000)
Social Function or for Chapter Staffing (attendee list submitted, at least 10 members)  Social Function examples: golf tournament, curling bonspiel, dinner cruise, etc	<b>\$1500</b> (to a maximum of \$1500)
Supplementary Training & Education Events	<b>\$500</b> for each of two (to a maximum of <b>\$1000</b> )
Special Project Funding (e.g., brochures, promotional efforts to the public, etc.) (must receive <i>prior approval by the Board of Directors</i> )	Half of the Overall Cost of the Project to a Maximum of <b>\$3 000</b>
<b>Maximum annual funding per Chapter</b>	<b>\$7 500</b>
+ Supplemental Subsidy for recruitment of each New <b>Class #5</b> Member	<b>\$100</b> /member (no max.)

2. Special Project Funding requires written application from the Chapter to the national Board of Directors and approval in advance by the Board. A Special Project Funding Form for Chapters is available from the national office.

i) Eligible projects may include but are not limited to safety brochures, public awareness programs, industry promotional campaigns, marketing materials, theme conferences, symposia, industry representation at meetings, etc.

ii) A Chapter submission must include a description of the project, its scope, potential impact, expected benefit, sources of funding, and reasons why support is required.

iii) Requests for funding of special projects by Chapters should be made early enough in the process for inclusion in the national annual budget. It is understood that this is not always feasible. Board members recognize that any special project funding endorsed outside of the annual budget will incur an extraordinary expense onto the organization.

3. The maximum level of funding for Chapter special projects may be exceeded if it is determined by the national Board of Directors:

i) That the scope or impact of the project extends beyond the boundaries of the Chapter; and

ii) That the level of increased funding may be effectively absorbed within the budget of the organization.

## **Associated Documents**

Special Project Funding Form for Chapters

*Policy Name:* Chapter Funding

*Edition:* 2015

*Accepted by Board of Directors:* July 8, 2015

*Policy Number:* 2015-1

*Issue Date:* July 8, 2015



## SPECIAL PROJECT FUNDING FORM FOR CHAPTERS

### Excerpts from the Chapter Funding Policy...

Special Project Funding requires written application from the Chapter to the national Board of Directors and approval in advance by the Board. A Special Project Funding Form for Chapters is available from the national office.

- i) Eligible projects may include but are not limited to safety brochures, public awareness programs, industry promotional campaigns, marketing materials, theme conferences, symposia, industry representation at meetings, etc.
- ii) A Chapter submission must include a description of the project, its scope, potential impact, expected benefit, sources of funding, and reasons why support is required.
- iii) Requests for funding of special projects by Chapters should be made early enough in the process for inclusion in the national annual budget. It is understood that this is not always feasible. Board members must understand that any project accepted outside of the annual budget will incur an extraordinary expense onto the organization.

Chapter: \_\_\_\_\_ Date: \_\_\_\_\_

Activity/Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_

Partner(s): \_\_\_\_\_

Estimated Overall Cost of the Project: \$ \_\_\_\_\_

Cost to be covered by the Chapter: \$ \_\_\_\_\_ or \_\_\_\_\_ %

Cost to be covered by Partners: \$ \_\_\_\_\_ or \_\_\_\_\_ %

Amount of national subsidy requested: \$ \_\_\_\_\_

Estimated date that the activity/project will be completed: \_\_\_\_\_

Submitted by (Name) \_\_\_\_\_