

Procedure and spending limits for regional gatherings

Requests must come to the board from regional representatives

Requests must be submitted to WSSWA president at least two months before the event

Conferences and other regional events will be eligible to receive up to \$250.00 for a half-day gathering, and \$500.00 for full day. Requests will be approved at a board meeting, or by the executive committee (president, president-elect, past president, secretary, treasurer) through e-mail. President will be responsible for informing the group if a request was approved and, if not, why not.

Money can be used for the following: speaker fees and expenses, food, rental space, copying, supplies, equipment rental.

Priority for funding will be given to groups who have not received funding previously, or to regional representatives who are beginning to gather groups together from regions that have not been meeting/gathering ... up to a total of \$_____ per year per region.

For conferences:

- Topics must be relevant to School Social Work practice
- The majority of attendees should be School Social Workers
- The conference publicity must indicate WSSWA sponsorship

A receipt must be submitted before a check is issued. Group requesting the money must pay first, get a receipt, and then fill out a reimbursement form.

Request form

Regional Representative making request: _____

Phone number: _____ Address: _____

Date of event: _____ Time of event: _____ # of hours: _____

Conference title, topic, or purpose of gathering: _____

Speaker/presenter (if applicable): _____

Amount requested: _____ (\$250 limit for half day, \$500 limit for full day)

To be used for (circle all that apply): speaker fees and expenses, food, rental space, copying, supplies, equipment rental, other: _____

Approved by: _____ Date: _____

Date receipts received: _____

Check sent to: _____ Date: _____