

Venice Area Audubon Society
Policy for Chapter Support for Meetings and Conferences

Budgeted funds for Meetings and Conferences will be used as follows:

1. Only members of VAAS may receive budgeted funds for meetings and conferences.
2. First priority will go to supporting travel and attendance at meetings and conferences that are a requirement or strong expectation of a Board or Chapter position with specific responsibilities.
3. Secondarily, funds will support the leadership development of Chapter members and potential networking that may further the Chapter's mission.
4. Allowable expenditures may include registration fees, meals, travel, and lodging as appropriate to the event. Mileage will be based on the applicable IRS guidelines for business use.
5. Registration fees may be paid by the Chapter in advance, but most approved expenditures will be reimbursed following submittal of receipts by the attendee.
6. Upon return from a supported meeting or conference, the attendee will be expected to make a verbal or written report to the Board outlining the content and usefulness of the meeting. The Board may request a verbal or written report to the general membership.
7. Requests for funding should be submitted in advance in writing to the Chapter president on the next page of this policy statement. The Executive Committee will review all applications and submit them to the Board with recommendations for approval or denial, by simple majority vote. The president will notify applicants of Board decisions.

Meetings and conferences sponsored by any of the following have priority:

Venice Area conservation groups with ties to VAAS:

Science and Environment Council of Southwest Florida
Environmental Confederation of SW Florida
Charlotte Harbor National Estuary Program

Audubon-specific groups:

Florida Gulf Coast Regional Conservation Committee of Audubon Florida (once or twice a year)
Audubon Academy (Florida Chapter-sponsored educational gatherings, usually in spring.)
Audubon Assembly (Audubon Florida's annual fall gathering of chapters. President is expected to attend or designate someone to represent the chapter; Conservation Director is expected to attend and participate in the annual setting of regional conservation goals.)
National Audubon Society biennial convention

Application for financial support from VAAS for a meeting or conference

Name (please print): _____

Best contact phone number: _____

Email address: _____

Conference or meeting for which application for support is being made.

Name: _____

Dates: _____

Place: _____

Expectation of value to VAAS that attendance could bring:

Amount requested: Registration \$ _____ Travel \$ _____

Lodging \$ _____ Meals not included in registration fee \$ _____

TOTAL: \$ _____

Applicant's VAAS committee responsibilities or leadership position:

If my application for support is fully or partially approved by the Board, within four weeks of returning from the meeting or conference, I agree to make a verbal or written report to the Board that outlines the content and usefulness of the activity to further the VAAS mission. I understand that the Board may request that I also report to the full membership of VAAS.

I understand that VAAS has limited funds and that priority is given to attendance at conferences and meetings that are required or expected as part of official VAAS business.

I understand that only registration fees may be paid in advance; reimbursement for other expenses can be made only upon submission of receipts to the VAAS Treasurer.

Signed: _____ Date _____