

**SOUTH CAROLINA
ART EDUCATION
ASSOCIATION**

**HANDBOOK OF
POLICIES AND
PROCEDURES**

**Draft
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Handbook of Policies and Procedures

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SCAEA Board Positions Descriptions of Duties

All elected and appointed members of the South Carolina Art Education Association Board are expected to have read the constitution, bylaws, and handbook of the association. For continuity, all board members are expected to keep records of their activities and present this information to new board members as they rotate off the board. Board members are also asked to suggest additions and revisions to this document as needed.

President

- Determines Board meetings and announces meeting schedule to Board for changes at the last meeting of the calendar year.
- Determines other necessary meetings.
- Determines meeting place for Board considering members' suggestions.
- Prepares agenda and map for meetings with suggested items for agenda as proposed by the Executive Committee and other Board members.
- Sends agenda to Board members two weeks prior to meeting.

Meetings

- Calls meetings to order
- Presides at meetings of the Association, Board, and Executive Committee.
- States and puts all questions properly before members.
- Preserves order and decorum.
- Decides questions of order (subject to appeal).
- Acquires understanding of standing rules of the Association (By-laws).
- Entertains one motion at a time, states motion properly.
- Permits no debate on motions before they are seconded and stated. Encourages debate. Assigns floor to those properly entitled to it. (Written motions should be presented to the secretary prior to the meeting).
- Puts all motions to a vote and gives results.
- Talks no more than necessary when presiding.
- Adjourns the meeting.

General Responsibilities

- Officially represents SCAEA on other boards (SC Alliance for Arts Education, etc.) and other capacities.
- Serves as official representative of SCAEA to NAEA Delegates Assembly and to other meetings. The SCAEA will refund up to \$1000 for expenses incurred to attend the annual NAEA Convention for Delegates Assembly. Receipts must be presented for refund.
- Is informed on communications; keeps Board members informed as necessary.
- Consults with treasurer on financial matters.
- Appoints members to committees with Board approval.
- Establishes, through the Board, the goals and concerns of SCAEA.
- Informs membership of activities of Board and concerns of the Association.
- Attends Principals' Conferences to present "Principal of the Year" award.
- Performs other duties as necessary that pertain to the office or as prescribed by the by-laws.
- Appoints member to unexpired terms of officers or other Board members due to vacancies.
- Chairs Executive Committee.

- Appoints for the following positions with Board approval: Information Coordinator, Membership Coordinator, Public Relations Coordinator, Youth Art Month Coordinator, Parliamentarian, Nominating Committee Chair, and Awards Committee Chair.
- Assists in planning conference site and lodging arrangements.
- Prepares annual report for the general membership.
- Notifies committees of their appointments and duties.

Selection Procedure

Elected as President-Elect for a two-year term. The President-Elect is elected every two years. The position then changes automatically to President for two years. The total period of service is four years. The election of the position is by the general membership.

President-Elect

- Coordinates Program Committee in planning the annual Staff Development Conference.
- Serves as representative of SCAEA to the NAEA Delegates Assembly at the President's request.
- Presides and performs the duties of the President in the absence of the President (in absence of President, the President-Elect does not serve as ex-officio of any committee).
- Prepares and monitors an estimated cost of conference expenses.
- Serves as member of Executive Committee.
- Prepares proposals of future conference sites/hotels.
- Submits a written report for each Board meeting.
- Prepares an annual report for the President and general membership.

Selection Procedure

The President-Elect is elected every two years. He/she is elected is to serve as President-elect for two years, and President for two years. The election of the position is by the general membership.

Secretary

- Keeps accurate minutes of each Board meeting and business/general session. Records every resolution or motion that is adopted.
- Takes roll call and marks absentees at Board meetings.
- Seeks corrections and approval for minutes
- Reads correspondence, if necessary.
- Records name of person introducing a motion.
- Assists President in notifying committees of their appointments and business.
- Takes charge of all documents belonging to the SCAEA when requested.
- Signs official documents when requested.
- Calls meetings to order in absence of the President and President-Elect, and presides until election of Chair Pro-term.
- Maintains current list of Board members and addresses plus current list of general membership as provided by the membership coordinator.
- Conducts correspondence as directed.
- Orders and maintains official SCAEA stationery.
- Double checks voting tally. In the case of renomination/election, the responsibility of checking the tally will be designated to a Past-president to prevent a possible conflict of interest.
- Provides a summary of Board meetings for the newsletter.
- Prepares copies of minutes to be sent to Board members as soon as possible after adjournment of meeting.
- Keeps an accurate list of all committees.

- Provides President with such notes and reminders as occur in meetings but that do not appear in official minutes.
- Assists President in notifying those to whom tasks are delegated and provides necessary papers and documents for their use.
- Serves on Executive Committee.

Selection Procedure

The secretary is elected on even years by the general membership. He/she serves a two-year term and may serve no more than two consecutive terms.

Minutes

The minutes contain the official record of all business transacted, activities undertaken, plans projected, general growth, etc.

Treasurer

- Deposits and disperses funds as necessary.
- Submits a financial report at each Board meeting and at the annual meeting of the general membership. Each report should contain:
 1. a statement of the amount on hand at year's start.
 2. a statement of amount received during year and sources of revenue
 3. total amount dispersed.
 4. balance on hand.
- Coordinates Finance committee in preparation and presentation of proposed budget.
- Keeps records of all funds and financial transactions.
- Pays bills only when clearly authorized and with receipts of expenditures attached.
- Disburses money as organization may direct.
- Sends bills and notices of delinquency.
- Works with NAEA on financial matters.
- Investigates and takes appropriate steps to become bonded.
- Publishes financial statement in final newsletter of the year.
- Serves on the Executive Committee.
- Settles conference bills in presence of President-Elect and/or one other officer.
- Obtains annual audit.
- Oversees monies generated from advertising, grants, and other sources.
- Maintains licenses and postal account

Selection Procedure

The treasurer is elected on even years by general membership. He/she serves a two-year term and may serve no more than two consecutive terms.

Local Site Conference Coordinator

- Appointed annually by the Board.
- Works directly with the President-Elect who serves as the Conference Program Coordinator.
- Coordinates with the President-Elect and conference committees for the planning of the annual Staff Development Conference.
- Prepares a written report to the Board.
- Attends Board meeting as needed or when requested.

Information Coordinator

- Edits, types, and mails SCAEA newsletter to general membership. At least four separate newsletters are printed and distributed each year.
- Corresponds with Board members, ex-officio members, and general members for submissions of newsletter information.
- Proposes recommendations for advertising and other ideas to improve newsletter.
- Maintains contact with other state association newsletter editors and presidents.
- Prepares an annual report for the President and general membership and submits a written report for each board meeting.
- Newsletter deadlines will be printed in each newsletter. Additional reminders will be given if necessary.
- Works directly with Public Relations Coordinator.

Selection Procedure

The Information Coordinator is appointed by the President with approval by the Board.

Public Relations Coordinator

- Prepares news releases for three (3) major newspapers on special events, major projects and positions of the SCAEA, such as conferences and exhibits.
- Works with Youth Art Coordinator and conference publicity coordinator to publicize these events and to encourage and facilitate local promotion of Youth Art activities.
- Prepares and updates promotional materials: advocacy, flyers, brochures, pamphlets, etc.
- Prepares a press packet for Regional and Division Coordinators to encourage local promotion for SCAEA activities.
- Prepares annual report for the President and general membership and submits a written report for each board member.
- Chairs Public Relations Committee and works directly with Information Coordinator.

Selection Procedure

The Public Relations Coordinator is appointed by the President with the approval of the Board.

Electronic Editor

- Designs and maintains the SCAEA website.
- Works with the Information Coordinator, Public Relations Coordinator, and the Board to obtain relevant information for the website.
- Updates website with current conference information, board members, and a calendar of association events.

Selection Procedure

The Electronic Editor is appointed by the President with the approval of the Board.

Youth Art Coordinator

- Coordinates planning and implementation of Youth Art Celebration activities.
- Prepares scrapbook to document Youth Art Celebrations.
- Serves on Program Committee and coordinates exhibits as determined by the Program Chair and Committee.
- Prepares annual report for the President and general membership and submits a written report for each board member.

Selection Procedure

The Youth Art Coordinator is appointed by the President with approval from the Board.

Membership Coordinator

- Maintains current list of SCAEA/NAEA members with home addresses and telephone numbers.
- Maintains yearly a listing of art personnel in the state of South Carolina (members and nonmembers of SCAEA).
- Serves on Registration Committee at SCAEA conferences with Program Chair and Pre-registration chair.
- Serves as membership liaison with NAEA.
- Disseminates membership information as determined by the Board.
- Prepares a written report for each Board meeting and an annual report for the President and general membership.
- Writes new members welcoming them into membership.
- Serves on Program Conference Committee.
- Informs Regional Coordinators of new members in their regions.
- Coordinates printing of conference name tags.

Selection Procedure

The Membership Coordinator is appointed by the President with approval of the Board.

Division Coordinators

- Serves on Program Committee to facilitate workshop and seminar planning and implementation.
- Serves as division membership coordinator.
- Keeps regional division membership coordinator.
- Secures and drafts newsworthy items of division to Information Coordinator by suggested headlines.
- Facilitates information and professional growth opportunities for division members.
- Chairs division meetings.
- Plans and implements meetings/workshops (other than that at the conference) with approval from the Board.
- Maintains a list of division members in cooperation with Membership Chair.
- Assists Youth Art Coordinator with Youth Art Celebration activities.
- Prepares a written report for each Board meeting.
- Prepares an annual report for the President and general membership.

Selection Procedure

Division Coordinators are elected on a rotating basis. The Elementary, Secondary, and Administrator/Supervisor Coordinators are elected every even numbered year. The Middle, Higher Education, and Museum Education Coordinators are elected every odd numbered year. Each serves a two-year term and may serve no more than two consecutive terms.

Elementary Division Coordinator

In addition to the above stated duties for Division Coordinators, the Elementary Division Coordinator is responsible for the following:

- Serves on SCAEA committees as appointed by the President.
- Plans and coordinates an Elementary Division meeting at the conference.
- Coordinates and implements professional growth opportunities for membership during the Elementary Session at the conference.

- Plans and implements workshops/mini-conferences (other than at the Conference) with approval from the Board. Planning includes workshop location, presenters, newsletter announcements, flyers, and follow-up of event.
- Maintains an up-to-date record of Elementary membership.

Middle Level Division Coordinator

In addition to the above stated duties for Division Coordinators, the Middle Level Division Coordinator is responsible for the following:

- Serves on SCAEA committees as appointed by the President.
- Plans and coordinates a Middle Level Division meeting at the conference.
- Coordinates and implements professional growth opportunities for membership during the Middle Level Session at the conference.
- Plans and implements workshops/mini-conferences (other than at the Conference) with approval from the Board. Planning includes workshop location, presenters, newsletter announcements, flyers, and follow-up of event.
- Maintains an up-to-date record of Middle Level membership.

Secondary Division Coordinator

In addition to the above stated duties for Division Coordinators, the Secondary Division Coordinator is responsible for the following:

- Serves on SCAEA committees as appointed by the President.
- Plans and coordinates a Secondary Division meeting at the conference.
- Coordinates and implements professional growth opportunities for membership during the Secondary Session at the conference.
- Plans and implements workshops/mini-conferences (other than at the Conference) with approval from the Board. Planning includes workshop location, presenters, newsletter announcements, flyers, and follow-up of event.
- Coordinates workshops for high school art students (i.e., National Art Honor Society, Advanced Placement workshop, etc.)
- Maintains an up-to-date record of Secondary membership.

Administration/Supervision Division Coordinator

In addition to the above stated duties for Division Coordinators, the Administration/Supervision Division Coordinator is responsible for the following:

- Serves on SCAEA committees as appointed by the President.
- Plans and coordinates an Administration/Supervision Division meeting at the conference.
- Coordinates and implements professional growth opportunities for membership during the Administration/Supervision Session at the conference.
- Shares information and networks ideas which are pertinent to members in the division.
- Maintains an up-to-date record of Administration/Supervision membership.

Higher Education Division Coordinator

In addition to the above stated duties for Division Coordinators, the Higher Education Division Coordinator is responsible for the following:

- Serves on SCAEA committees as appointed by the President.
- Plans and coordinates a Higher Education Division meeting at the conference.

- Coordinates and implements professional growth opportunities for membership during the Higher Education Session at the conference.
- Shares information and networks ideas which are pertinent to members in the division.
- Maintains an up-to-date record of Higher Education membership.

Museum Education Division Coordinator

In addition to the above stated duties for Division Coordinators, the Museum Education Division Coordinator is responsible for the following:

- Serves on SCAEA committees as appointed by the President.
- Recruits members and maintains contact with division membership.
- Plans and coordinates a Museum Education Division meeting at the conference.
- Compiles and distributes museum resource surveys including local, regional, and national sources.
- Facilitates information and professional growth opportunities for division membership.
- Maintains an up-to-date record of Museum Education membership.

Regional Coordinators

- Works with all division coordinators.
- Establishes meetings/workshops regionally at least once a year (with approval from the Board). Regional workshops are separate from annual conference as determined by regional needs.
- Assists membership coordinator in membership drives; serves on the membership committee.
- Secures and drafts newsworthy items of region to information coordinator by designated deadlines.
- Coordinates Youth Art Celebration activities within region and assists Youth Art Coordinator with state activities.
- Promotes SCAEA membership and participation in the region.

Selection Procedure

Regional Coordinators are elected on a rotating basis. The Central and Eastern Region Coordinators are elected odd numbered years and the Western and Lower Regional Coordinators are elected even numbered years. Each serves a two-year term and may serve no more than two consecutive terms.

State Art Consultant

Serves in an advisory capacity to the Board, ex-officio. No voting rights on the Board.

Principal Representative

Serves in an advisory capacity to the Board, ex-officio. No voting rights on the Board.

Student Representative

- Serves as a representative to the Board for all state student chapters.
- Serves on the Program Committee.
- No voting rights on the Board.
- Chairs Student Chapter meetings at the annual conference.
- Prepares a written report for each Board meeting.
- Prepares an annual report for the President and general membership.

Retired Educator Representative

- Serves in an advisory capacity to the Board.
- Prepares a written report for each Board meeting.
- Prepares an annual report for the President and general membership.

Historian

- Collects and maintains information about SCAEA.
- Maintains past records: minutes, YAM scrapbooks, awards, documents, and other records.
- Investigates the storage of SCAEA data with State Archives or similar institutions.
- No voting rights on the board.

Parliamentarian

- Gives advice to the President and when requested to other members on procedures.
- Calls to the attention of the chair any error in proceedings that may affect the substantive rights of any member or otherwise do harm. (The chair, not the parliamentarian, makes the ruling, but a member can appeal the chair's ruling)>
- Serves as advisor to committee chairs.
- Maintains a current, up-to-date copy of the Constitution, By-laws, and Handbook.

Selection Procedure

The Parliamentarian is appointed by the President.

Management Guidelines

Executive Board Approval

No policy or board approval should be issued without an executive board meeting in person or electronically. All executive board decisions should be entered into the official minutes kept by the secretary.

Official Correspondence

Official correspondence not specified by the President or the SCAEA board (except for annual conference correspondence which is under the direction of the President-Elect), should be approved by the Board, by the Executive Committee, or by the President. All correspondence should be sent to the membership at least four (4) weeks prior to the scheduled event.

Official Events

Official events of SCAEA should be approved by the Board, by the Executive Committee, or the President.

General Disbursement

- Board and ex-officio members may be reimbursed for necessary expenses incurred doing SCAEA business for such items as telephone calls, purchase of materials as proposed in budget expenditures, postage as proposed. Costs over \$100 must have board approval.
- Reimbursement will be paid by the Treasurer within thirty (30) days after receipt of voucher. Reimbursement vouchers must be submitted and approved before reimbursement.

Procedures for Nominations and Elections

Nominating Committee

The committee shall be composed of at least three members, one being a Past-President. In general, the President may appoint up to two other members and the committee has an option of selecting additional members.

Nominating Process

- In the early spring, Board members submit their nominees for specific positions to the Nominating Committee. A sheet outlining positions, information needed, and eligibility requirements is prepared by the committee and given to Board members for this process.
- In the late spring, nominations from the general membership via the newsletter are accepted by the committee. The Nominating Committee Chair prepares and submits the necessary information to the newsletter.
- The committee contacts suggested nominees in the late spring or early summer for their willingness to be considered.
- The committee chooses final candidates during the summer.
- Candidates names and qualifications are sent by the Nominating Committee Chair to the Secretary for the ballots and to the Information Coordinator for the newsletter. A specific timetable should be determined by the committee.

Election Process

Candidates: Officers and Coordinators must have current membership in NAEA and have been members for one year.

Names, qualifications, and pictures (if available) are given by the Nominating Committee Chair to the Information Coordinator for publication in the late summer or early fall newsletter, which is distributed at least eight weeks before the conference.

Ballots: The ballots are distributed with registration materials at the annual conference. Absentee ballots may be obtained by writing the Secretary and providing NAEA membership number. Absentee ballots must be signed by the member to assure ballot security. Ballots are counted by an impartial member designated by the President. Ballots are then give to the Secretary for a double-check of the tally. If the Secretary is up for re-election, the ballots are double-checked by the Past-President. Election results are announced at the business meeting of the conference.

General Policies:

1. Any activities sponsored by SCAEA must have Board approval. Any mailings on SCAEA stationery or mailings about workshops, mini-conferences, etc. must be approved by the President or Executive board. All printed SCAEA materials should read “unified with NAEA.”
2. The cost of food supplies at Board meetings shall be paid from the miscellaneous board-approved account. Board members who do not notify the President of their attendance should not expect food at meetings.
3. Board meetings shall be held in a central location in the Columbia area.
4. President-Elect, Treasurer, Membership, Information, Exhibitor’s Coordinator, and Local Regional Coordinator are responsible for planning and organization of the annual conference.
5. Members’ guests who are non-art educators will be charged a \$10 registration fee at The annual conference.
6. No one is permitted to sell personal wares (as stated by NAEA) at the conference. This is to be printed in the program booklet.
7. Retired educators do not have to pay a registration fee at the conference.
8. The scholarship recipient is required to attend the Fall Conference to be recognized and provide a display of his/her artwork. He/she receives a year’s SCAEA student membership.
9. The scholarship amount shall be \$1000 annually or as determined by the SCAEA board. The monies are dispersed during consecutive semesters/quarters after the scholarship is awarded with SCAEA Board approval.
10. Nomination forms for the Principal’s Awards will appear in the winter newsletter.
11. Press releases will be sent out on all award winners by the Public Relations Coordinator.
12. The scholarship award for the Governor’s School for the Arts shall be \$250 and shall be awarded to a visual arts student.
13. The SCAEA Awards Committee shall recommend which award winners should be sent to NAEA as national nominees.

Conference Planning

Annual Conference

The annual conference for the membership of SCAEA is held during October and rotates to locations in each region (in the order Central, Eastern, Western, Lower). The annual conference is planned by the President-Elect with board approval of all activities. The President-Elect should keep a copy of all planning activities in an organized manner so that the information can be given to the next conference committee.

Reimbursement for Conference Presenters

1. A proposal of expenses must be submitted by conference consultants, workshop/seminar presenters, and other conference-related presenters to the SCAEA Treasurer at least six weeks prior to the conference. Expenses refer materials needed for presentation and do not include permanent equipment, registration, travel, or lodging during the conference.
2. Reimbursement for materials used during the conference shall be paid after the conference. Reimbursement will be made only for materials used during the presentation. Proper receipts for materials must be submitted with a reimbursement voucher to the Treasurer within one month after the conference. Expenses should not exceed \$5 per person for workshop participants.
3. Should the need warrant and with proper submission of proposed expenses, a presenter may request up to one-third payment for expenses prior to the conference.
4. Unused materials become the property of SCAEA but may be given to the presenter for his/her efforts and participation in the conference.
5. Payment of room and/or honorarium for special guests of SCAEA must be approved by the Board before the conference. The Program Coordinator must submit a proposal of such expenditures to the Board no less than three months in advance of the conference, as well as other conference expenses. Such payment will be dependent on the finances of the Association and shall not be automatic nor a usual procedure.

Refunds

Pre-registration fees paid by SCAEA members or other conference participants shall be refunded according to the following schedule:

100% refund fee when cancellation is four or more weeks before the conference.

50% refund of fee when cancellation is three weeks before the conference.

No refund if cancellation is less than two weeks before the conference or after the conference.

Fees for exhibit space paid by commercial exhibitors shall be returned on the same schedule.

Division Workshops

- Each Division Coordinator will instigate workshops/seminars separate from the annual conference and will form a local or division committee as necessary to assist in such events. A division session may be worked in conjunction with other divisions and with the agreement and assistance of other division coordinators.
- All aspects of the division workshop/seminar will be handled by the Division Coordinator or designee. This includes location, presenter(s), newsletter announcements, or other notification, and follow-up.
- Division events must be approved by the SCAEA board or Executive Committee. A written proposal should be submitted at least three months prior to the event.
- More than one division may be involved in a workshop/seminar, in which case the Division Coordinators will work together in coordinating the event.

Regional Workshops

- Each Regional Coordinator will instigate workshops/seminars separate from the annual conference and will form a local or division committee as necessary to assist in such events. A division session may be worked in conjunction with other divisions and with the agreement and assistance of other division coordinators.
- All aspects of the division workshop/seminar will be handled by the Regional Coordinator or designee. This includes location, presenter(s), newsletter announcements, or other notification, and follow-up.
- Regional events must be approved by the SCAEA board or Executive Committee. A written proposal should be submitted at least three months prior to the event.
- Registration fees or fees for the workshop/seminar may be charged to help defray the cost. All monies for such events go into the SCAEA general account. An additional fee of \$10 will be charged to all non-members who attend workshops/seminars.
- Events separate for the annual conference should be kept simple. Ideas for regional and division events may be far reaching and may vary in each area and from year to year. Local colleges and/or schools may be involved.

Mini-Conference Planning Guidelines

Regional and Level Coordinators may plan and host mini-conferences throughout the year. The coordinator must have board approval and should work toward making the mini-conference budget break even (conference fees pay for the cost of the conference).

GOALS: What are the goals for this conference? To promote membership? To advocate for arts? To provide professional development in curriculum or studio skills? Selecting a specific goal or theme for the mini-conference will help the coordinator focus plans for a successful event.

VENUE: When selecting a site, keep these points in mind:

- Parking – Participants should have free, secure parking
- Building facilities – rooms for studio work, an auditorium for speakers, room for lunch or snacks, and available restrooms
- Location – Participants should be able to find the site easily. Remote sites may discourage attendance
- Cost – Some schools charge for use including a fee for a custodian.

PRESENTERS: It is important to remember that SCAEA is a volunteer organization and relies upon members to give their time and expertise for presentations. Members who present normally do not pay a conference fee at mini-conferences or their lunch is provided free of charge. If the coordinator chooses to use a guest speaker or presenter, the cost must be approved by the executive board prior to any written agreement with the speaker.

BUDGET: Use the proposal worksheet to create a budget. Estimate the cost of mailing, materials, refreshments, etc. and divide by the proposed conference fee. That result will determine the minimum number of participants needed for the conference to pay for itself. Keep careful records of expenses, receipts, and registration checks. All expenditures and monies received must be reported to the treasurer in a timely fashion. Be prepared to provide receipts to participants at the mini-conference. Many people use conference costs in figuring taxes or to get reimbursed by their schools.

REFRESHMENTS: The coordinator should budget for refreshments/lunch. Many restaurants will provide organizations for pricing of group orders. Remember to plan for special food requests from participants. Avoid foods that may cause allergic reactions such as shellfish or peanut products. Don't forget to include the price of food in the conference fee. Allow budget for ice, cups, napkins, and other items that may not be provided for by the restaurant. Talk to others about restaurants they have used in the past for more information.

SCAEA Mini-Conference Proposal

Submitted by _____ position _____

Mini-conference title/theme _____

Proposed date/time _____ location _____

Target audience: (please circle all that apply)

Entire SCAEA membership Student members Nonmembers/potential members

Western Region members Central Region members Lower Region members

Eastern Region members Secondary Level members Middle Level members

Elementary Level members Higher Ed. members Admin./Supervision members

Other _____

Budget worksheet

Mailing cost: _____ # of invitations x 39¢ = _____ Conference fee =

Estimated cost of materials = _____

Estimated cost of refreshments = _____

Total = _____

Total = _____ ÷ _____ conference fee = _____ minimum # of participants

Cost defrayed by sponsorship _____. Please indicate company/organization donating goods, services, or funding. _____

Mini-conference coordinators should complete a report including all receipts to be submitted for reimbursement. The SCAEA board will not reimburse for speaker's fees, travel expenses, or other services not approved in writing prior to the mini-conference.

Date submitted _____

Board approval _____ (President signature/date)

Comments/stipulations
