

## Guidelines for Region Representative Funding Assistance

**PURPOSE: To provide funding for Region Representatives to attend region meetings when funds are not available from the representative's Intergroup or unaffiliated group.**

1. Requests from any Intergroup or unaffiliated group should be submitted to the committee chairperson and postmarked no later than 60 days prior to the Region Assembly for which the funds are needed.
2. A copy of the most recent financial statement must accompany this application. Also include:
  - a. Budgeted/Upcoming Expenses
  - b. Prudent Reserve
  - c. Current balance of checking and savings accounts
3. Scholarships will be awarded on the basis of need.
4. Delegate's receipts are to be submitted to Region IV Treasurer within two (2) weeks after the assembly attended.
5. The maximum amount awarded for expenses will be \$1000 for the assembly to be attended by the representative.
6. The committee shall determine eligibility according to the following order of preference:
  - a. Intergroups or unaffiliated groups which have never had representation at a regional meeting.
  - b. Intergroups or unaffiliated groups unable to fund a representative to regional meetings.
7. Funding requires a majority vote of the committee.
8. Disposition of approved funds shall be as follows:
  - a. Disbursements of funds may be made prior to the Region Assembly to the approved Intergroup or unaffiliated group or to the representative upon arrival at the assembly, whichever is preferable to the Intergroup or unaffiliated group (This preference should be stated on the application whenever possible.)
  - b. Any and all unused funds must be returned to the Region Treasurer as soon as possible.
  - c. The submitting Intergroup or unaffiliated group may withdraw applications at any time.