

# NACADA STATE & PROVINCE DRIVE-IN MEETING FINANCIAL POLICY -FINAL

Revised 10/7/02 NAL per Region Reps

As more states and provinces conduct one day drive-in meetings under the direct leadership of the NACADA Regions, it is necessary to detail the programmatic and financial arrangements involved. This policy applies only to drive-in meetings that are requesting "authorized NACADA event status" and are initiated and/or coordinated through a NACADA State/Province Liaison, State/Province Representative, State/Province Coordinator, or a NACADA Regional Chair.

*This policy is not applicable to state and province advising meetings under the sponsorship of independent and/or allied state and province advising organizations such as KAAAN, PACADA, TEXAAN, etc. for which NACADA incurs no liabilities.*

## APPROVAL PROCESS

A NACADA member may initiate a drive-in meeting by contacting the State/Province Liaison or Regional Chair. Approval to hold the activity and approval of the budget are the responsibilities of the NACADA Regional Chair.

NACADA encourages state and province drive-in meetings to bring information to a broad audience while maintaining assurance that the Association's quality standards and financial status are not placed at risk. NACADA wants to provide the flexibility and support necessary for the states and provinces to carry out these activities. This policy was written to be sensitive to that needed balance.

The following criteria must be met in order for the state or province drive-in meeting to be an authorized NACADA event:

1. The meeting must be relative to advising or its administration.
2. The topic and budget for the activity must be approved by the NACADA Regional Chair before publication of the event.
3. The Regional Chair must submit the budget to the NACADA Executive Office and receive approval from the Associate Director.
4. The meeting is listed as an authorized NACADA event in all meeting publications

## BENEFITS OF BEING AN AUTHORIZED NACADA EVENT

1. The NACADA logo and name may be used in promotional materials.
2. The Regional Chair may request mailing labels (or e-mail lists) of regional NACADA members for promotional purposes at no cost.
3. The Regional Chair may request NACADA products for promotional display purposes.

## FUNDING

The goal is for these events to be self-supporting. This assures that the people who benefit are the ones who fund the event.

### NACADA FINANCIAL SUPPORT

Two options for NACADA support are available to assist states and provinces as they develop these activities.

Requests for financial support must be detailed and included in the budget submitted to the Regional Chair.

1. **PAYMENT OF INVOICES BEFORE THE EVENT.** If promotional expenses need to be paid before the receipt of registration income for the approved state or province drive-in meeting, the Regional Chair may arrange to have the NACADA Executive Office pay limited up-front costs directly from the state or province drive-in account (if it exists) or the regional account. Invoices can either be sent directly to the Executive

Office or the Executive Office can call the vendor and provide a credit card number. The money is then repaid to the appropriate account at the Executive Office from registration income.

2. **GRANTS.** The NACADA region (via the Regional Chair) may choose to provide up to \$200 in grant funds from regional account to underwrite some of the expenses if funds do not already exist in a drive-in account for that state or province. In this case, invoices can either be sent directly to the Executive Office or the Executive Office can provide the vendor with a credit card number. Allowable expenses include speaker expenses, publicity costs, and materials costs. Meals, refreshments, or purchased giveaways are not allowable grant expenses. These grant funds need only be repaid to the appropriate account if the meeting has a positive net income.

**REGISTRATION FEES.** All fees are collected locally. Collection and expenditures of these fees must be accounted for by submitting a list of participants (with the amount paid by each participant) and itemized receipts for all expenditures. *Please note: NACADA funds cannot be held in accounts outside the Executive Office on December 31 of any given year per IRS reporting regulations.*

**NET INCOME.** If the state or province drive-in meeting generates a positive net balance, those funds must be forwarded to the NACADA Executive Office, along with a final report (see items to include under "Reporting" below) within 60 days following the event and prior to December 31 of each year (for IRS reporting). These funds will be held in an account at the Executive Office for the state's or province's use for future state or province drive-ins and state or province activities under the direction of the Regional Chair.

Requests for use of state and province funds for future drive-in meetings or NACADA activities must be detailed and directed to the Regional Chair who will follow approval procedures when submitting the request to the Executive Office.

If there are no state or province activities within three years of the previous event, all monies in the state or province account will transfer on December 31 to the region account.

**NET LOSS.** If a net loss occurs, those funds will be charged first against the state or province fund and then the regional account.

## REPORTING

A complete post-event report must be submitted to the Regional Chair and to the Executive Office within 60 days after the event. The report should include copies of:

1. The "Authorized NACADA State and Province Drive-In Budget and Financial Summary" form
2. Registration brochure
3. An agenda
4. A review of the activity
5. A complete list of participants with addresses, phone and e-mail addresses and amount collected from each individual
6. Expenses by payee and receipts for those expenses
7. Evaluation summary

### **Checklist for Authorized NACADA Drive-in Meetings**

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| <ul style="list-style-type: none"><li>_____ 1. State/Province Liaison and Regional Chair determine need, topic and site for drive-in meeting.</li><li>_____ 2. Budget is prepared and approved by the Regional Chair. (Use form: "Authorized NACADA State and Province Drive-In Budget and Financial Summary.")</li><li>_____ 3. The Regional Chair submits the approved budget and theme and lists the event with NACADA Executive Office.</li><li>_____ 4. Executive Office lists meeting on NACADA web site.</li><li>_____ 5. Mailing labels or e-mail announcement is sent by Executive Office if requested by State/Province Liaison or Regional Chair.</li><li>_____ 6. Program is planned, registration applications and fees are collected.</li><li>_____ 7. Meeting occurs.</li><li>_____ 8. Final financial report and net income are forwarded to Executive Office within 60 days of the event.</li><li>_____ 9. Funds are deposited in a NACADA account to be used for further state or province drive-ins and activities.</li></ul> |
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#### For NACADA Office Use Only

- \_\_\_\_\_ 1. Date of meeting
- \_\_\_\_\_ 2. Insurance forms submitted
- \_\_\_\_\_ 3. Budget Received at Exec. Office
- \_\_\_\_\_ 4. Date listed on web
- \_\_\_\_\_ 5. Announcements sent
- \_\_\_\_\_ 6. Web update
- \_\_\_\_\_ 7. Web update
- \_\_\_\_\_ 8. Report received & reviewed
- \_\_\_\_\_ 9. Date funds deposited
- \_\_\_\_\_ 10. Notification to Region Chair of State Account Balance

# NACADA STATE AND PROVINCE DRIVE-IN BUDGET & FINANCIAL SUMMARY

State/Province: \_\_\_\_\_ Region: \_\_\_\_\_ Drive-In Location: \_\_\_\_\_

Coordinator(s): \_\_\_\_\_

Date Held: \_\_\_\_\_ Final Number of Participants: \_\_\_\_\_

INCOME:	BUDGETED	ACTUAL INCOME
Meeting registration fees:		
_____ registrants @ \$_____ each	\$	\$
_____ registrants @ \$_____ each	\$	\$
Donations (list donors)	\$	\$
	\$	\$
	\$	\$
NACADA grant funds received _____	\$	\$
Other income _____	\$	\$
<b>TOTAL INCOME:</b>	<b>\$ _____</b>	<b>\$ _____</b>

EXPENSES	BUDGETED	ACTUAL EXPENDITURES	<b>The final report should include copies of</b> 1. This report 2. Registration brochure 3. Agenda 4. Review of the activity 5. A complete participants list with addresses, phone and e-mail and amount collected from each individual 6. Expenses by payee and receipts for those expenses 7. An evaluation summary
Meeting registration brochure printing	\$	\$	
Meeting registration brochure postage	\$	\$	
Office supplies (envelopes, paper, etc.)	\$	\$	
Name tags	\$	\$	
Agenda/meeting materials (including copying charges, folders, etc.)	\$	\$	
Lunches: _____ lunches @ \$_____ each	\$	\$	
Meeting Room Rental	\$	\$	
Audiovisual Equipment Rental	\$	\$	
Speaker honorarium/gift	\$	\$	
Speaker travel expenses	\$	\$	
Other expenses (list below)			
	\$	\$	
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>	<b>\$ _____</b>	

**DRIVE-IN BALANCE\*** \$ \_\_\_\_\_

Budget approvals:	Final Financial Report approvals:	* Send <b>check for balance</b> , payable to NACADA, to: <b>NACADA Executive Office</b> 2323 Anderson Avenue, Suite 225 Manhattan, KS 66502-2912 <i>Questions? - 785-532-7816</i>
_____ State/Province Liaison                      Date _____ Regional Chair                                      Date Budget Received at NACADA Exec Office: Date: _____ By: _____	_____ State Liaison                                      Date _____ Regional Chair                                      Date Financial Summary received at NACADA Exec. Office Date: _____ By: _____	