



CONFERENCE SUPPORT FUND Policy No. 111

The Council may establish annually a conference support fund for both individuals and organizations to access through an application process.

A. INDIVIDUAL SUPPORT

Access to the funds shall be for consumers first, parents second, and advocates or representatives of a person with a disability or disability organization third, until the amount originally designated by the full Council is depleted. Council members are limited to no more than two (2) conferences per year. All other applicants are limited to one (1) conference per year. Requests for support must be for conferences with content that directly applies to Council project areas and current fiscal year objectives.

The Council may recommend that any conference support funds remaining at the last quarter Council meeting (prior to September) be transferred to other Council activities or added to the next year's fund. The Council may also recommend supplemental amounts to be added to the fund. Such recommendation may occur any time but no later than the last quarter (before September) meeting.

Individuals cannot request assistance to attend a conference with the intent, for either themselves or another organization to charge a fee to other organizations or individuals for information or knowledge acquired from the conference content. Any exception to this policy must be reviewed and a decision made by the Governance Committee.

All requests must be received at least thirty (30) days before the conference date. If the conference is scheduled before a regularly scheduled meeting of the Governance Committee, the Council Chair and the Executive Director may approve or deny the request. In this event, the Executive Director will bring the request and all supporting documents to the next meeting of the Governance Committee. The Governance Committee will take an affirmative or censuring vote as appropriate.

Any request must be submitted on a Council Conference Funding Request form (individual) and include a copy of the conference program or agenda.

All requests are limited to fifty percent (50%) of the total costs or no more than \$500, whichever is the lesser amount. These items will be computed consistent with State travel reimbursement policy. The purpose of this requirement is to encourage broad participation by other interested groups that can benefit from the same information obtained at a conference. This policy may be waived by the Governance Committee for consumers or a parent of an individual with a disability.

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If conference support is approved, upon return the person attending the conference must provide a brief presentation (written or oral) and submit to the Council a brief report outlining the significant information gained, and opportunities now envisioned to apply this new knowledge, and bring back materials from the conference for the Council.

B. ORGANIZATIONAL CONFERENCE SUPPORT

The Council may establish annually an organization conference support fund for private or public organizations. Conferences must be directly related to the Council's project areas and goals. All conference requests shall be reviewed by the Governance Committee according to specified criteria. Requests for academic class instruction, another organization's retreats, planning retreats, or in-housing planning will not be considered conference requests and will be considered unsolicited proposals.

Organizations requesting Council funds for a conference must make such a request at least thirty (30) days before the conference date. These requests will be considered during the next scheduled Governance Committee meeting.

Any request must be submitted on a Council Conference Funding Request form (organizational) and include a copy of the conference program or agenda. In addition, the request should include:

1. A clear statement about the overall goal of the conference and its relationship to the Council's current project areas;
2. A clear outline identifying how the funds will be used; and
3. Anticipated geographic coverage of the conference announcements and participants.