

**NAFSA: Association of International Educators**  
**Region XII – California, Nevada, Hawaii & Pacific Islands**

**REGION XII FINANCIAL GUIDELINES APPENDIX A:**  
**Region XII Standing Financial Policies for the 2017 Budget year**

**1. Ongoing Annual Expenditures**

- a) Regional Highlight Award to attend National Conference – as selected by National Conference Program Committee
  - 1. One grant of \$1500. Award can be divided among presenters as determined by Session Chair.
  - 2. Recipients of the Regional Highlight Award must submit receipts verifying expenses covered by the award.
  
- b) Annual Conference Registration Grants
  - 1. Sixteen grants will be provided for registration for the NAFSA Annual Conference, with four grants assigned to each District.
  - 2. Grant amount will equal the rate for early bird member full conference registration.
  - 3. Districts will determine four awardees based on applications collected by Region.
  - 4. Registration Grant funds shall be disbursed after the conference to recipients upon receipt by the Treasurer of registration receipt.
  
- c) Regional Travel Grants to attend the Regional Conference
  - 1. Travel Grants totaling \$22,000 will be disbursed each year. The District holding the Regional Conference will be awarded \$4,000, and each of the other three Districts will be awarded \$6,000.
  - 2. The Districts may contribute more funds to their grants if they wish.
  - 3. Districts must select grant recipients from their District and determine the amount of each award.
  - 4. Districts must submit names of travel grant recipients and guidelines for use of the travel grants to the Regional Treasurer no later than 1 month before the conference.
  - 5. Travel Grant funds shall be disbursed to recipients upon receipt by the Treasurer of a travel grant report from the recipient.
  
- d) Team Meetings
  - 1. Region pays cost of travel, lodging and meals for team members attending the Spring Team Meeting, and the cost of one meal for the Team Meetings at the Annual Conference and the Regional Conference.
  
- e) CEP/Homegrown Workshop Trainer Grant
  - 1. Region will pay ½ the conference hotel room rate for one night, one meal and honorarium (\$150 for CEP Trainers, \$300 for Homegrown Trainers).
  - 2. At the discretion of the Executive Committee, travel expenses may be reimbursed in extraordinary circumstances.
  
- f) Academy Grants and Academy Coaches
  - 1. Region will offer ten grants of \$1,400 each to NAFSA Academy Trainees
    - a. Trainees selected by NAFSA will apply for the grant through the Region
    - b. Selection of recipients will be determined by Chair Stream and Membership & Mentor Program Coordinator
    - c. Recipients will be awarded funding for travel expenses based on the following schedule
      - i. \$500 for Spring Training

- ii. \$500 for Annual Conference
  - iii. \$400 for Regional Conference
2. Region will provide funding for travel expenses for two Academy Coaches
  - a. An invoice for these expenses will be sent to the Region from NAFSA and processed by the Treasurer

i) Advocacy Day Grants

1. Grants to cover travel expenses to NAFSA's annual Advocacy Day will be disbursed each year.
2. Grants for Northern California, Southern California, and Nevada will be \$1,000 each, and \$1,500 for Hawaii/Pacific Islands.
3. The Districts may contribute more funds to their grants if they wish.
4. The Districts must submit names of travel grant recipients to the Regional Treasurer no later than one month before Advocacy Day.
5. Advocacy Day Grant funds shall be disbursed to recipients upon receipt by the Treasurer of travel expense documentation.

j) Volunteer Travel Grants

1. Chairs of Regional Conference Committees will be awarded a grant for half of the cost of early-bird member rate conference registration.
2. Conference Chair will submit names of Committee Chairs to Regional Treasurer to process payment.

**2. Ad Hoc Expenditures**

a) Minigrants

1. Awarded annually based on competitive application process for proposal(s) that meet particular needs of the region.
2. Grants may be awarded to any Region XII individual or organization for up to \$500

b) District Support Grants

1. Awarded annually based on applications submitted by District Chairs.
2. One \$500 grant may be awarded per District per year.

## APPENDIX B

### Region XII Standing Policies for the Regional Conference

#### For the 2017 Budget Year

#### 1. Conference Fees

##### a) Conference Registration Fees

|   | Early Bird | Regular |
|---|------------|---------|
| Member Full Conference  | \$250      | \$350   |
| Non-Member Full Conference  | \$290      | \$390   |
| Walk-in Full Conference   | n/a        | \$450   |
| Student/Community Volunteers/Retiree/Gov't Reps/EdUSA Full Conference | \$130      | \$180   |
| Member One-Day  | \$190      | \$220   |
| Non-Member One-Day  | \$250      | \$280   |
| One-day Presenters by Gov't Agency/Life Members/NAFSA Academy         | \$0        | \$0     |

##### b) Conference Exhibitors Fees:

|                  |       |
|------------------|-------|
| Early-bird:      | \$730 |
| Regular:         | \$800 |
| Extra Exhibitor: | \$250 |

##### c) Conference Sponsor Fees

|   |        |
|---|--------|
| Mid-morning and afternoon breaks (full):    | \$2500 |
| Mid-morning and afternoon breaks (partial): | \$1250 |
| Newcomer's Breakfast (full):                | \$3000 |
| Newcomer's Breakfast (partial):             | \$1500 |
| VIP Reception (full):                       | \$3000 |
| VIP Reception (partial):                    | \$1500 |
| Opening Reception (full):                   | \$6000 |
| Opening Reception (partial):                | \$2000 |
| Exhibitor's Social (full):                  | \$5000 |
| Exhibitor's Social (partial):               | \$1000 |
| Mobile Application:                         | \$1000 |

d) Registration Fee Policy: All persons attending the conference (workshops, sessions, meetings, meals, etc.) must register for the conference and pay the appropriate fee. Daily registration includes meals served that day. Waiver of fees is subject to the Complimentary Policies below.

e) **REGION XII WILL USE RESOURCES PROVIDED BY NAFSA, TO PROCESS PRE-CONFERENCE FEE COLLECTION, AND TO PROCESS ON –SITE REGISTRATIONS.**

f) Membership will be verified from membership lists provided by the Membership Office at NAFSA national office.

#### 2. Complimentary Policies

##### a) Waiver of Registration Fees:

- 1) The Conference Chair(s) and Regional Chair have authority to waive registration fees.
- 2) Registration fees may be waived for plenary speakers, dignitaries, and government officials.

- 3) Registration fees may be waived for other special guests approved by both the Conference Chair(s) and the Regional Chair.
  - 4) The registration fee will be waived for The Conference Chair(s), the Local Arrangements Chair, and the Regional Chair.
  - 5) The registration fee will be waived for one NAFSA national office staff person.
  - 6) The registration fee will be waived for one NAFSA Board member.
- b) Volunteer Policy:
- 1) Volunteers who do not attend workshops, sessions, or meetings at the conference are not required to pay the registration fee. Meals are not included. Volunteers may join meals if they pay the cost of the meal.
- c) Guest Presenters:
- 1) Conference session or workshop presenters who do not attend other conference workshops, sessions, or meetings at the conference are not required to pay the registration fee. Meals are not included. Guest presenters may join meals if they pay the cost of the meal.
- d) Complimentary Rooms:
- 1) Complimentary rooms may be available according to a formula in the contract with the conference hotel. Complimentary rooms may be provided to the Conference Chair(s), Regional Chair, and the Local Arrangements Chair if available. Complimentary rooms may be provided to additional persons, as approved by the Conference Chair(s), if available.

### **3. Cancellations/Refunds**

- a) Conference registration may be cancelled and fees refunded, minus a \$35 processing fee, if the Conference Chair(s) or Registrar receives a written request for cancellation and refund no later than one week prior to the beginning of the conference. Requests for cancellation and refunds received after the deadline may be approved by the Conference Chair(s) at her/his discretion.
- b) Fees for special events are non-refundable.

### **4. Honoraria/Reimbursements**

- a) An honoraria of \$300 may be paid to plenary speakers or other special presenters. Honoraria above \$300 may be paid if the amount is within the Conference Budget and approved by the Conference Chair(s) and Regional Chair.  
Reimbursement of travel expenses may be made for plenary speakers or other special presenters if the amount of the reimbursement is within the Conference Budget and approved by the Conference Chair(s) and Regional Chair

### **5. NAFSA Memberships**

- a) New NAFSA memberships may be offered at a reduced price to those who become members at the regional conference as established by the NAFSA National Membership Office.
- b) The Conference Registrar will be responsible for collecting and accounting for new memberships at the regional conference and remitting membership forms and information to the NAFSA National Membership Office. The Conference Chair(s) will disburse membership fees to the NAFSA National Membership Office with the membership forms.