



Guidelines for Use of SC Chapter Fund for Organized Units/Chapter Members

Purpose: To allow chapter units and individual chapter members to utilize chapter funds to help promote the profession of Aging Life Care™ and benefit the entire chapter membership through increased awareness of the profession and association membership.

Process:

1. Chapter units and members who want to use chapter funds to promote the profession and chapter must request permission from the South-Central Chapter Board.
2. Requests must allow for sufficient time for the board to discuss and approve/deny the request, at least three months prior to the event.
3. The following should be completed by the unit/member making the request prior to approval.
 - a. Information about the event (e.g. target audience, amount of money requested).
 - b. Reason for the request - how does the event benefit the entire chapter
 - c. Must include multiple members from within a chapter/unit.
4. Should the chapter approve use of funds, the unit/member requesting money completes the following.
 - a. Complete necessary paperwork for the event/opportunity. Submit to the chapter board/ALCA office.
 - b. Provide instructions for submitting payment using ALCA's check request form (attached) to the Treasurer who will forward to ALCA. As possible, ALCA will process payment directly. Otherwise, the ALCA office will reimburse funds after the event.
 - c. Notify the chapter board or Association office of any branding materials needed for the event. Limited quantities will be provided at no charge.

5. Types of events eligible for use of chapter funds include local, regional or statewide conferences of professionals who work with Aging Life Care Professionals® or might be interested in membership, as well as conferences with target audiences to extend the reach of the ALCA brand (e.g. financial, legal and medical professionals).
6. The use of chapter funds is intended to benefit the entire chapter, not solely individual ALCA members or companies with multiple Aging Life Care Professionals. The chapter will not fund an event where only one member or corresponding company has committed to attend.
7. All individual chapter members are eligible to participate in the event. Note that conferences may limit the number of booth/table attendees. One unit/member (e.g. Unit Coordinator) will make the request and take the lead in disseminating an invitation to the chapter to solicit a good representation from the chapter.
8. Following the sponsorship event, the unit or member (s) will report to the chapter board.
 - a. Highlights of event, including an evaluation of the value to the chapter from participating.
 - b. Names of individual ALCA members and associated companies who represented the chapter.
 - c. Specific follow-up activity the unit/chapter will do to build on the event, contacts made, and relationships established.
 - d. Submit photos from the event with the chapter board for posting on the South-Central Chapter's social media platforms.
 - e. Share business cards collected from event attendees with the chapter board and the ALCA staff.

Approved by the SC Chapter Board 9.6.2024