

Region 4 Manual

Forms

Section 6.02 World Service Business Conference Funding Assistance (Revised St. Louis MO 10/18/06)

Purpose: To provide funding for delegates to attend the World Service Business Conference.

1. Requests from any Intergroup should be mailed to the R4 Delegate Funding Coordinator and postmarked no later than sixty (60) days prior to the Fall Assembly. If the Assembly elects Regional Delegates because there are not enough Intergroups applying for the available funding, they are deemed to be funded and do not need to submit an application.
2. Intergroups must submit a copy of the most recent financial statement with this application. Also include:
 - a. Budgeted/Upcoming Expenses;
 - b. Prudent Reserve;
 - c. Current balance of checking and savings accounts.
3. Scholarships will be awarded to Intergroups on the basis of need.
4. Delegate's receipts are to be submitted to the R4 Treasurer within two (2) weeks after the Conference attended. Delegates are to use the most cost effective means of performing their duties.
 - a. Travel shall be reimbursed at the least expensive of the following:
 - 1) actual airfare;
 - 2) car rental and gas; or
 - 3) IRS car usage reimbursement rate.
 - 4) A delegate may be exempt from this rule based on health reasons upon review and approval by the Delegate Funding Committee.
 - b. Regional Delegates to WSBC shall be reimbursed for five nights lodging. Lodging shall be reimbursed at double occupancy, unless reasonable circumstances deem otherwise.
5. The committee shall determine eligibility according to the following order of preference.
 - a. Intergroups which have never had representation at a World Service Business Conference.
 - b. Intergroups unable to fund a delegate to the WSBC due to lack of funds.
 - c. Regional delegates.
6. Funding of Intergroups requires a majority vote of the committee.
7. Disposition of approved funds shall be as follows.
 - a. Disbursements of funds may be made prior to the World Service Business Conference to the approved Intergroup or to the Delegate upon return when receipts are submitted. (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 may withdraw applications at any time.

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World Service Delegate Funding Assistance Application

Intergroup Name _____ Date _____
Address _____ Phone _____
City _____ State _____ Zip _____ WSO# _____

Please see Guidelines for instructions about financial information required

Number of groups _____ Year Established _____ Treasury Balance _____
Prudent Reserve _____ Upcoming Expenses _____ Checking Balance _____

Have you ever sent a delegate to World Service Business Conference?

If yes, when _____ If no, why not? _____

Amount of scholarship applied for? _____

Will the funds be needed in advance of the conference? _____

Delegate's name _____

Address _____ City _____ State _____ Zip _____

Phone number _____

Intergroup chairman's signature _____

Intergroup or unaffiliated group secretary's signature: _____

-----FOR USE BY THE FUNDING Coordinator and Treasurer -----

Balance in R4 Treasury _____ as of _____

Balance of amount budgeted for funding _____ as of _____

% of Estimated Exp. _____%

Approved _____
Delegate Funding Coordinator Date

Approved _____
Region Treasurer Date

Send to R4 Delegate Funding Coordinator, PO Box 1609, St. Peters, MO 63376