

GUIDELINES FOR REIMBURSEMENTS TO SPONSORING,
ORGANIZING AND MENTORING (SOM) CLUBS DISTRICT # 11
– 1996- present

Revisions Adopted by the District #11 Board on January 14, 2006

Adopted by the District Board originally on January 27, 1996. Amended by the District Board at their September meetings in 2005 and Sept 17, 2015

Section I - Our Policy:

The District will reimburse an amount up to \$750.00 based on reimbursable expenses and availability of District 11 Membership funds. Reimbursable expenses are those reasonable amounts approved by the Membership chairman after reviewing the SOM entity's plan of organization and activities, budget and accounting of expenditures. Reimbursement is also limited to the allowable expenses of the District on our District Expense Voucher Form as prepared by the District Treasurer, i.e. the mileage and meal rates.

Section II - The Procedure:

- These procedures should be used in connection with those outlined in the most current Zonta International Membership manual.
- The SOM entity (see Membership manual for copies of appropriate forms) the *Authorization Form for Organizing a New Zonta Club* to the Membership chairman. The chairman will assist with preparation, check the plans of organization and forward the form to the Governor for approval.
- If the SOM entity would like to obtain financial assistance from the District, the Membership chairman will send the *Guidelines for Reimbursement* along with the *District 11 Expense Vouchers* to the entity.
- The SOM entity must prepare a budget and keep a detailed accounting of all expenditures, using the examples listed under Section III. These items should be sent to the Membership chairman.
- The budget must be submitted to the District for comment and guidance before the expenditures of any funds from either the SOM entity or the District.
- Expenses are paid upon receipt of the completed forms within the confines of the budget and current board decisions based on a first come, first served basis. When the District funds are exhausted, the Membership chairman and/or Governor will assist the SOM entity in applying for International assistance.

Section III - Guidelines for Reimbursement:

The following items should be considered when preparing your budget.

- Travel
- Meals and Lodging
- Follow-up visits
- Printing (invitations, flyers, letterhead and copying costs)
- Meeting Facilities (if not donated)
- Refreshments
- Other (please list type of expense)

District Budget Considerations: The District provides for SOM and Membership Recruitment and Retention activities if funds are available. Our current awards are: Providing the new club with a banner and one registration to District Conference for the new club.

The SOM entity may request the District to waive the \$750.00 cap under extenuating circumstances to be approved on a case-by-case basis.