

GUIDELINES FOR DISBURSEMENT OF ASSEMBLY SCHOLARSHIP FUND

District 11 has budgeted limited funds to help support any meeting that is having difficulty sending their Group Representative to the Spring or Fall Assembly. As a District we want to encourage every meeting to send their Group Representative to Assembly. It is up to each individual meeting to set its own spending priorities but it has been suggested that sending the Group Representative to Assembly be the second priority behind paying for rent. Tradition 7 states that every group be self supporting, declining outside contributions, and, therefore, the District trusts that each meeting will exhaust all reasonable avenues including holding Business meetings and asking for additional donations well in advance of a given Assembly before applying for District funding. If a meeting has used its best efforts to fund sending their Group Representative to the Assembly and still finds it is short of funds, District 11 then wants to be there with a helping hand to support your efforts trusting that you have done your best.

Who is eligible? Any group in District 11, with first priority given to groups who have not received funds in the past 3 years.

Priorities for distribution:

- 1) Every group that applies **who has not applied in the past 3 years** will share equally in the funds, up to their requested amounts.
- 2) Any group who has applied in the past 3 years will share equally in any remaining funds.

Example: Scholarship fund is \$1,000. 5 groups apply for \$300 each. 2 groups applied last year, and 3 have not applied in the past 3 years. The 3 groups receive \$300 each for a total of \$900. The other 2 split the remaining \$100 and receive \$50 each.

How to apply and get reimbursed:

- 1) Submit estimated expenses to our district rep (DR) by March 31 (for May assembly) or August 31 (for October assembly). Email is the best way to reach the DR at (kimberlyrawlings@gmail.com). Please itemize all estimated expenses as (1) lodging, (2) meals/food, (3) mileage. DR will notify group(s) of their scholarship amount as soon as possible prior to assembly.
- 2) Receipts must accompany all final reimbursement requests and be submitted to the district treasurer within 30 days after the assembly.
- 3) Generally, assembly expenses will be reimbursed (i.e. you pay the bills and the district will reimburse you). If payment is needed before assembly, please talk to our DR.

*****Application for District 11 Assembly Scholarship Funds*****

Name/location/meeting time of the group_____

Has the group applied for scholarship funds in the past 3 years? (yes/no). If yes, when_____

Requested amounts:

Lodging	\$ _____
Meals/food	\$ _____
Mileage	\$ _____
Total	\$ _____

Your contact info (name/phone/email)_____