

Zone Meeting Funding Requirements

Funding from the SPS National Office

Thank you for agreeing to host a zone meeting at your institution. The SPS national office provides funding up to \$500 to help cover the costs associated with hosting a zone meeting. Following are the requirements for receiving funding:

1. A letter signed by the SPS advisor requesting up to \$500. The letter should briefly indicate how the money will be spent, and must include the submitting institution's federal tax identification number. You can send your request by mail or fax to the contact information below.
2. If you would like to have a 'recruitment package' sent at no additional cost, it needs to be stated in the letter (this includes an SPS banner, SPS brochure display, an additional 50 SPS brochures, and a poster).
3. Upon receipt of request, an initial installment of \$250 will be sent to the SPS advisor a few weeks before the meeting.
4. After the zone meeting, a report of the meeting, photographs, and a list of expenses must be submitted in order to receive the final installment up to \$250. Please take photographs of the event so that we may post them on the SPS national website or feature it in the SPS Observer; and use the photos and report in your annual chapter report. This is a nice way to communicate the success of your zone meeting to a national audience.

Don't hesitate to contact me if you should have any questions ... thanks!

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