



FUNDING GUIDELINE

Subject: Funding for Chapters Leaders attending Leadership Meetings

Effective Date: March 3, 2008

Number of Pages: 2

Approved By: ARMA Canada Region Team

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INTRODUCTION

The Canadian Region of ARMA International (ARMA Canada) hosts annual leadership sessions each year, just before the Regional Conference. This is an opportunity for Chapter leaders to be trained in all aspects of chapter operations including membership, leading meetings, developing programs, promotion of chapters, etc. In additions, there are opportunities for open discussion and networking amongst the leaders.

PURPOSE

The ARMA Canada Region Team recognizes that these meetings will enable stronger Chapter leaders by giving them the tools with which they can better operate their chapters. With this in mind, the Region Team encourages a representative from each chapter to attend these sessions so that the entire Region can be represented.

Many chapters can underwrite costs associated with their leaders attending these sessions. However, there are chapters that cannot. In this case, funding is available to chapters who would want to send a leader to these sessions.

ELIGIBILITY

Chapters who are eligible must have \$4000 or less of expendable funds in order to apply for funding. ***The amount of funding will depend on need, the number of chapters applying, and whether ARMA International Funding was granted.*** Funding may be all or part, and the Canadian Region may offer rooms from complimentary credits received by the hotel.

Chapters wishing to apply for funding must provide the following:

- A completed application for funding to attend Leadership meetings.
- Any other grant application information i.e. ARMA International Leadership Grant (this does not exclude chapters from applying for the Canadian Grant however, it may reduce amount of funding) that the Chapter has applied for
- A Current Statement of the Chapter's financial position
- A program plan for the next fiscal year (desirable).

Chapters must provide this information before the date prescribed in a communication to the Region Team regarding funding for Leadership. Chapters are eligible to apply each year they meet the criteria. The amount of funding available will depend on the number of chapters applying.



**FUNDING FOR CHAPTERS LEADERS ATTENDING LEADERSHIP
MEETINGS
APPLICATION FORM**

(Chapters with more than \$4000 expendable funds are not eligible for funding)

Chapter Name: _____

Mailing Address: _____

Who will be representing your Chapter at Leadership Meetings?

Name: _____

Position held in Chapter: _____

Estimated Travel Costs:

Travel (airfare, car rental, etc.) \$ _____

Accommodation \$ _____

Total \$ _____

Has your chapter applied for ARMA International Leadership Grant? Yes / No (Please circle one)

Please attach the following to this application:

- The Chapter's previous year financial statement
- Any other grant application information i.e. ARMA International Leadership Grant that the Chapter has applied for
- A program plan for the next fiscal year (desirable).

Deadline for funding application is April 18. The amount of funding will depend on need, the number of chapters applying, and whether ARMA International Funding was granted. Funding may be all or part, and the Canadian Region may offer rooms from complimentary credits received by the hotel.

Send submission to: *Fred Wideman, Secretary/Treasurer
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