



Guidelines for Associations Annual Meeting Grant-In-Aid

The Associations Committee has \$10,000 to distribute to Associations for attendance to the 2023 annual meeting to be held in Orlando, November 30 - December 3. This grant is primarily for smaller associations who have had financial difficulties in assisting delegates with funding for the meeting.

All Associations may apply but preference will be given to Associations by the following:

- A. Associations who have been provisionally accredited
- B. Associations who have less than \$30,000 in reserve as of September 15, 2023
- C. Associations who have had trouble getting the minimum number of delegates to the annual meeting for the past five (5) years

NOTE: Associations who have applied in the past and have not submitted documentation for reimbursement will be disqualified

Associations may submit the following for expenses:

- A. Registration to annual meeting
- B. Transportation (*air fare – economy class or ground transportation up to the cost of a 21 day advance economy airfare*)
- C. Hotel accommodations at the host hotel

To receive reimbursement:

- A. Submit all expense sheets, receipts and documentation by email to Associations Committee Treasurer Richard Messenger aectreasurer17@gmail.com by no later than 11:59pm EST December 17, 2023.
- B. Each grant delegate must submit a brief written summary of meetings attended or your association will not be considered for future annual meeting Grant in Aid. **This does not mean submitting an agenda but thoughts on what you learned.**
- C. All documents and receipts must be scanned and electronically submitted in one document.

D. Click here to submit your grant application (*be sure to have a copy of your Sept 2023 bank statement ready to upload*) at:

<https://usatf.wufoo.com/forms/z1nkvlslf0r8vy0j/>

The application must be submitted on the Wufoo link by **Sunday, October 15th** at 11:59am EST. Associations will be notified by October 22nd