



Guidelines for Associations Annual Meeting Grant-In-Aid

The Associations Committee has \$10,000 to distribute to Associations for attendance to the 2024 annual meeting to be held in Orlando, December 5-8. This grant is primarily for smaller associations that have had financial difficulties in assisting delegates with funding for the meeting. ***This grant is for the use of the association NOT one individual nor the president.***

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 14, 2024
- 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 the annual meeting
- B. Transportation (air fare - economy class and/or ground transportation up to the cost of a 21 day advance economy airfare)
- C. Hotel accommodations up to the cost of host hotel

To Apply for the Grant in Aid:

Click here to submit your grant application (*be sure to have a copy of your Sept 2024 bank statement ready to upload*) to this Wufoo link: <https://usatf.wufoo.com/forms/z1nkvlsf0r8vy0j/>

Deadline for submission is Sunday, October 27th at 11:59amEST. Associations will be notified by November 3rd.

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 20, 2024
- 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, in Pdf format...*pictures will not be accepted.*

Failure to follow instructions will eliminate your association from consideration the following year. Reimbursements will be made to the association not an individual.