

**GUIDELINES FOR REIMBURSEMENTS TO
SPONSORING, ORGANIZING AND MENTORING (SOM) CLUBS
DISTRICT # 11 – 1996- present**

Revisions Adopted by the District #11 Board on January 14, 2006

The District Board at the Mid-Winter Board Meeting in Islamorada originally approved these guidelines on January 27, 1996. These proposals were amended by the District Board at their meeting in September of 2005.

Section I - Our Policy:

After the SOM entity (this may be a single club, two or more clubs, an Area or an individual) has expended \$250.00, the District will reimburse an additional amount up to \$750.00 based on reimbursable expenses and availability of District #11 O&E and/or field service funds. The original \$250.00 spent by the SOM entity is not a reimbursable expense. Reimbursable expenses are those reasonable amounts approved by the Organization, Membership and Classification (OMC) chairman after reviewing the SOM entity's plan of organization and activities, budget and accounting of expenditures. Reimbursement is also limited to the allowable expenses of the District on our District Expense Voucher Form as prepared by the District Treasurer, i.e. the mileage and meal rates.

Section II - The Procedure:

- These procedures should be used in connection with those outlined in the most current Zonta International Organization and Extension manual.
- The SOM entity mails (see O&E manual for copies of appropriate forms) the *Authorization Form for Organizing a New Zonta Club* to the OMC chairman. The chairman will assist with preparation, check the plans of organization and forward the form to the Governor for approval.
- If the SOM entity would like to obtain financial assistance from the District, the OMC chairman will send the *Guidelines for Reimbursement* along with the *District #11 Expense Vouchers* to the entity.
- The SOM entity must prepare a budget and keep a detailed accounting of all expenditures, using the examples listed under Section III. These items should be sent to the OMC chairman.
- The budget must be submitted to the District for comment and guidance before the expenditures of any funds from either the SOM entity or the District.
- Expenses are paid upon receipt of the completed forms within the confines of the budget and current board decisions based on a first come, first served basis. When the District funds are exhausted, the OMC chairman and/or Governor will assist the SOM entity in applying for International assistance.

Section III - Guidelines for Reimbursement:

The following items should be considered when preparing your budget.

Travel
Meals and Lodging
Follow-up visits
Printing (invitations, flyers, letterhead and copying costs)
Postage and Mailing
Meeting Facilities (if not donated)
Refreshments
Telephone and Faxes
Other (please list type of expense)

District Budget Considerations: The District provides for O&E and Field Service funds if O&E and/or field service funds are available. Our current awards are: Providing the new club with a banner and one registration to District Conference for the new club.

Expenses in excess of the \$250.00 from the entity and the \$750.00 contributed by the District will be the responsibility of the SOM entity. The SOM entity may request the District to waive the \$750.00 cap under extenuating circumstances to be approved on a case-by-case basis.