

FIELD SERVICE REQUEST

District 11 recognizes that under certain circumstances a Zonta club may become depleted in both members and funding and need assistance in rejuvenating itself. Clubs may request Field Service assistance for these reasons, as follows:

A. **Limited Field Service Reimbursements for a Local Recruiting Event** are available for recruiting new Zontians into a club under the following conditions:

1. **Number of Members:** A club must have less than 16 members to be eligible for this money.
2. **Membership Plan:** A club must submit a detailed plan for both recruitment and retention of members to be approved by the Lieutenant Governor. This plan must be attached to the Field Service Request Form.
3. **Field Service Reimbursement:** To initiate the process, the club president must submit a Field Service Request Form, prior to the event, to the Area Director (AD), who must review/approve the request and forward a copy to the Lieutenant Governor for her review and approval. The Request will include the type of assistance needed, the budget for the event, and state the club has no funds for this purpose.

If the funds requested are for a Local Recruiting Event for prospective members, expenses may be reimbursed, upon submission of receipts, up to half the cost of the event with a limit of \$250. After the membership event, the club president will submit an event report to include receipts for expenses, with a copy of the Field/Service Request, to the Lieutenant Governor and Area Director. The Lieutenant Governor will forward the form to the Governor for reimbursement approval.

4. **District Representative:** The club must invite the AD or VAD or other District Board member to represent the District at a local recruiting event. A Past District Governor or Past International Board Member may also represent the District. The club must host the District Representative in a member's home or other accommodations to avoid the expense of commercial accommodations. District 11 will pay other travel expenses for the District Representative to attend a Local Recruiting Event out of Field Service monies.
5. **Funding:** A club may be reimbursed for up to half the expenses for one membership event, with a limit of \$250. Reimbursement is not automatic and will be considered based on need of club, adequacy of the club's Membership Plan, and availability of Funding. A district-subsidized membership event is considered the initial event of an ongoing membership campaign. Recruitment is a club function, and clubs must budget for this expense. Additional Field Service Requests for reimbursement will be considered on a case by case basis by the Lieutenant Governor or Governor. Other membership related expenses incurred by a District Representative for planning or guidance purposes may be reimbursed at the discretion of the Governor.

6. **Nonreimbursable items:** No alcoholic beverages or other unapproved items may be included in the District reimbursement.
- B. **Other Field Service Assistance in Membership** may be requested by submitting the Field/Service Request Form and checking the box for “B. District assistance in membership.” Complete Section B and have the club president sign the form.

The types of assistance that may be requested can include the following:

- Developing a membership plan
- Budgeting for Local Recruiting Event
- Developing recruiting strategies
- Conducting a Local Recruiting Event
- Planning a New Member Orientation
- Assistance with a Member Satisfaction Survey
- Developing a Retention Plan
- Other membership related services

- C. **Other Field Services** are available, depending on the District’s resources. To request other services, submit the Field Service Request Form and check the box for “C. Other Services.” Complete Section C and have the club president sign the form.

These services may include, but are not limited to:

- Club Strategic Planning
- Club Management
- Board Training
- Organizing a New Club
- Payment of dues for a club affected by a disaster
- Organizing a Z Club or Golden Z Club

(Adopted by the District Board on January 14, 2006)
(Amended by the District Board on Sept. 26, 2009)

**ZONTA DISTRICT 11
FIELD SERVICE REQUEST FORM**

CLUB: _____ **AREA:** _____

CLUB PRESIDENT: _____

CONTACT INFORMATION:

HOME: _____ **WORK:** _____

EMAIL: _____ **OTHER:** _____

I am requesting the following assistance for this club:

A. Reimbursement for a Local Recruiting Event, as follows:

Note: A detailed Club Membership Plan for Recruitment and Retention must be completed and attached prior to approval for reimbursement for a Local Recruiting Event.

B. District Assistance in Membership (Recruitment and Retention) planning, specifically:

C. Other Services

President's Signature: _____ Date: _____

APPROVALS

Area Director: _____ Date: _____

Lieutenant Governor: _____ Date: _____

Governor: _____ Date: _____

(Adopted by the District Board on January 14, 2006)