

Section Funding Request Guidelines

AATCC encourages Local Sections to hold events for local members throughout the year. AATCC may give financial help to Sections that meet minimum requirements and request funds based on funding availability. These funds may be used for programs and activities for the Section within the requested year. Ideally, these are supplemental funds to Sections' existing budget but will be reviewed on a case-by-case basis.

- Sections must complete the **Section Request for Financial Assistance form** and submit to the Membership Director who will route to the appropriate approvers.
- The **Section Request for Financial Assistance form** will have two (2) parts:
 - A **Preliminary Notice of Requested Funds** alerts the Technical Center staff that the Section will be planning an event (4-6 months prior to the event). The Section will be asked to give a rough estimate of the funds to be requested (based on the size of the prospective event):
 - <\$2,000
 - \$2,000 - \$10,000
 - >\$10,000
 - Approval for the funds will be arranged the Technical Center in discussion with the Local Section requesting the funds.
 - A **Final Notice of Requested Funds** is due to the Technical Center 30-45 days prior to when the funds are needed. This will give the opportunity final approvals to be obtained, for the check to be prepared by Technical Center staff, and to be accepted by the Section bank. This also gives sufficient time for any last-minute issues to be resolved.
- Funds will only be provided to “active” Sections
 - Funds will only be provided to Sections with a Treasurer and a Bank Account.
 - Section must have received Section Reimbursement within past 3 years
 - If Sections do not meet these guidelines, they can report activities, growth, or participation. After reviewing the report and membership data, AATCC will determine eligibility on a case-by-case basis.

Approval Process:

- **Preliminary Notice of Requested Funds** must be submitted at least 4-6 months in advance of the event.
- Sections can request funds annually (one event a year).
- AATCC has a limited amount of funds annually budgeted for Section. We recommend Sections submit the request as soon as possible.
 - Membership Director & Membership Committee Chair can jointly approve **Preliminary Notice of Requested Funds** up to \$2,000.
 - ED & AATCC Treasurer can jointly approve of **Preliminary Notice of Requested Funds** to \$10,000.
 - Amounts in excess of >\$10,000 for the **Preliminary Notice of Requested Funds** require BOD approval.
 - **Final Notice of Requested Funds** should fall within the category requested in the Preliminary Notice.
- Once the Final Notice of Requested Funds is submitted, the **Section Financial Assistance Contract** will be routed to the Section Chair and Treasurer to sign then returned to AATCC. The Contract will include agreed metrics for a successful meeting; also, will include whether the funds provided will be a loan or gift, what timeline is expected for the payback of the loan and/or how much of the funds will be considered a gift, based on how successful the meeting was.
- **Section Financial Assistance Contract** will include the metrics expected for the event to consider it “successful.”
 - Metrics can include:
 - Number of attendees
 - Total expenses
 - Number of sponsorships/total sponsorship funds
 - Number of new members gained via the event
 - Funds raised for a Section Scholarship
 - Intangible benefits of the event, such as exposure, member engagement, etc.