

Case Management Society of New England

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Policy 33-07

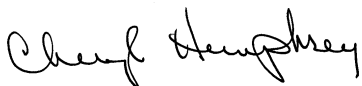
Date: January 10, 2007

Policy and Procedure: Use of member funds for purchase of gifts, prizes and giveaways.

The purpose of this policy is to establish guidelines to ensure that membership funds are appropriately utilized in the purchase of gifts, prizes and conference giveaways. All revenues generated through program registration fees and sponsorships are considered membership funds and should be utilized for the greater good of all members throughout the region. This includes all profits realized by the Program Committees, Conference Committee, Building Strategies Committee and CMSNE chapter Extensions.

1. Thank you gifts for outgoing CMSNE board members are considered a yearly budgeted item. Budget provides for \$100 for the outgoing President and \$25 for each of the CMSNE board members, expenses over these established guidelines are discussed with CMSNE Treasurer prior to expenditure.
2. Raffles held are self-sustaining. Membership funds are not used to purchase raffle prizes. Prize expenses are covered by sponsorship or by revenues obtained through sale of raffle tickets. Raffle proceeds are maintained separate from membership revenue. Raffle profits may be donated to the CMSNE Scholarship fund, a charitable organization, or to the CMSNE membership fund.
3. Every effort is made to obtain 100% sponsorship of all giveaways at conferences or chapter and extension programs. Giveaways will be selected based on pricing, quality, and professional appearance.
4. Attendance/door prizes are appropriate at chapter, extension, and conference meetings, when funds are available. Door prizes at chapter or extension meetings will not exceed the cost of two non-member registrations. Conference door prizes will not exceed the cost of one non-member registration. The exception will be future CMSNE conference registrations, when approved by the CMSNE executive board.

Signed Off: _____



Cheryl Humphrey, Chapter President, 2006-2007
CMSNE

Date: 1/10/07