

# *Case Management Society of New England*

*74 Buckboard Rd., Duxbury, MA 02332*

*Tel.: 603-329-7481*

*Email: CMSNE@comcast.net*

*Website: www.CMSNE.org*

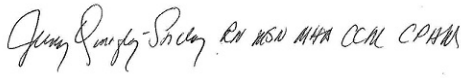
**Policy 33-07**

**Date: 3/8/16**

## **Policy and Procedure: Use of member funds for purchase of gifts, prizes & 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 income profits generated through program registration fees and sponsorships are considered membership funds and should be utilized for the greater good of all chapter members. This includes all profits realized by all committees including Conference Committees and CMSNE Chapter Extensions.

1. Budget provides for \$100 for the outgoing President gift.
2. Raffles held should be self-sustaining. Membership funds should not be used to purchase raffle prizes. Prize expenses should be covered by sponsorship/donation or by revenues obtained through sale of raffle tickets. Raffle proceeds should be maintained separate from membership revenue. Raffle profits may be donated to the CMSNE Scholarship fund or charitable organization
3. Every effort should be 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 events, when funds are available. Door prizes at chapter or Extension events 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 the offering of future CMSNE event registrations, when approved by the CMSNE Board of Directors.

Signed Off:   
Jenny Quigley-Stickney, President, 2015-2017

Date: 3/8/16