The Executive Board will fund requests up to $1,000 for each State/Region/Chapter (S/R/C) and up to $500 for each Special Interest Group (SIG) for proposals that fulfill one or more of these purposes:

1. offer professional development activities for the membership,
2. encourage the growth of CRLA’s membership,
3. provide services to members unable to attend CRLA’s annual conferences.

Submitting Proposals: All funding requests must be submitted on the *CRLA Funding Proposal Form* (e-signatures accepted) and include the following information:

* The group’s budget balance (if the group has a treasury).
* The type of activity (conference, workshop, seminar, membership drive).
* Amount of Registration Fee to be charged (if applicable).
* How the activity will fulfill one or more of “funding purposes.”

If the S/R/C or SIG funding request exceeds the amount budgeted for them during a given year, then funds will be disbursed by the Board based on the merits of the proposal, the likelihood of fulfilling the stated purposes of the funding, how often the S/R/C or SIG has previously received such funds, and the treasury of the S/R/C or SIG. If the special event or conference is scheduled so as to conflict with the annual CRLA conference, it will not be funded.

Funding Cycles:

1. Proposals for funding should be sent to the SIG or SRC Coordinator and will be accepted on a rolling basis and reviewed by the Board at their next scheduled Board meeting. Since funding is limited, SIGs and SRCs are encouraged to submit requests made earlier in the year. If funds are completely dispersed for the year, requests will be denied.
2. Board decisions and recipient notification will follow within one month of requests.

Reimbursements: No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement may be submitted to the SIG or S/R/C Coordinator whenever a total amount of at least $25 is due or every 45 days, whichever is sooner. Leaders are encouraged to accumulate small amounts for a single disbursement, but also to submit requests in a timely manner.

Bank accounts: Leaders who generate more than $25 of CRLA income should open a low-cost bank account. An accurate accounting of all local funds should be included in the annual report to the CRLA Board. This report should include verification from at least one member other than the Leader as to the accuracy of the accounting. Retiring Leaders must arrange for accounts to be turned over to their appointed replacement. Accounts should be in the name of CRLA and are considered the property of the local CRLA membership.