Policies, Procedures, and Operations
AAUW Buffalo Branch Inc.

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AAUW Vision and Mission



National Vision

- Equity for all.

National Mission

- Gender equity and Economic Security.

National Values

- Intersectional. Inclusive. Intergenerational. Empowering.

Buffalo Branch Purpose

- To promote gender equity, lifelong learning, and positive societal change through community programs for continuing education, scholarships, and interest-free loans;
- To provide a forum for graduates of different educational institutions to promote intellectual growth, individual worth, and development of opportunities for all people, especially women and girls;
- To contribute to the growth and advancement of the educational policies and programs of the American Association of University Women; and
- To promote AAUW philanthropic initiatives for the public good, focusing on quality of life.

AAUW Buffalo Branch Inc. Policies – October, 2026

The board shall act in accordance with the branch bylaws at all times.

1. Finances
    a. The president(s), chief financial officer, and the appropriate treasurer shall be given power to sign checks for each of the accounts. In the case of absence or incapacity of the signatories, the board may authorize the Branch secretary to sign in their place.
    b. Any single unbudgeted expense of more than $500 shall require the approval of the board or executive committee.
    c. Branch investments shall be overseen by the chief financial officer and president(s). amended December 2018
    d. A budget shall be developed by the chief financial officer along with the branch president(s) and all the treasurers before the June joint board meeting. It shall be based on requests received by April 1 from all committee chairs and board members. The proposed budget shall be sent to the board by May 20 and presented for approval at the June joint board meeting.
    e. Chairs of standing committees shall submit plans of work and budgets to the board per the budget process, and no work shall be undertaken or unbudgeted expenditures incurred without approval of the board or the executive committee. They shall also produce a year-end report of activities.
    f. Requests to the branch for unbudgeted donations must be brought to the board and, if approved, branch members shall be notified by means of an announcement in the newsletter. amended February 2013, December 2018.
    g. All board members shall submit vouchers along with receipts and/or invoices to the appropriate treasurer within sixty days of the expenditure. Exceptions to the sixty-day time limit will require board approval.
    h. Funds shall be budgeted annually for the branch president(s) and/or other designated branch member(s) to attend the annual AAUW-NYS convention. The funds shall be distributed equitably except that no person will receive reimbursement for more than the basic convention costs – registration, a shared double room, and meals. amended June 2019
    i. Funds shall be budgeted annually and accrued for the branch president(s) and/or other designated branch members to attend the national or regional convention. amended October 2026
    j. Scholarship/grant award winners and up to two guests for each winner shall be invited to attend, at no cost, the program where the award is announced. Other guests are welcome to attend, at the normal cost for the program. added March 2011, modified June 2014
    k. The Achievement Award winner and one guest shall be invited to attend, at no cost, the program where the award is presented. added May 2022
    l. Members achieving exactly 50 years of membership and one guest each shall be invited to attend, at no cost, the program where they are recognized. added May, 2022

m. If a person who is not a member of the Buffalo Branch is asked to conduct the installation of new officers, she/he shall be invited to attend that meeting at no cost. added May, 2022

n. If free national or state memberships are available to the branch for any reason, the board shall approve their use. The acceptance of such memberships must be submitted, with a completed membership form and all applicable dues, within two weeks of the offer or the offer will be withdrawn. added June 2011

o. Any use of branch funds to partially or fully subsidize an individual's membership requires board approval. added June 2011

2. Board meetings shall be held monthly September through June. Incoming officers and board members will be invited to attend the June meeting. Branch members are welcome to attend board meetings and may ask to be added to the agenda to address the board. Non-board members may not make motions or vote on issues. amended June 2011

3. Board members are expected to have their specific interests/responsibilities represented at all board meetings. If unable to do so, the president must be notified. amended January 2012

4. Any board member who misses three consecutive meetings without notifying the president will be removed from office after proper warning.

5. Board members are expected to attend branch programs and all important branch functions.

6. Board members are encouraged to attend AAUW and AAUW-NYS conferences and conventions.

7. The Policies should be reviewed at least once every five years by a committee appointed by the board of directors.

8. There shall be a board orientation/leadership training session held annually.

9. Each board member shall transfer her materials in good order to her successor (or, in the absence of a successor, the president) by July 1, provide appropriate training to the successor, and assure that historical records are given to the historian for the branch archives.

10. Each board member, chair, and study/interest group representative shall contact new members who have indicated shared interests on the new member registration form. The membership vice-president shall provide that information.

11. A board member who is appointed to fill out the unfinished term of an elected position shall be considered an elected member of the board for purposes of declaring a quorum or membership on the executive committee. amended to add clarification clause February 2016.

12. Contributions to activities of other organizations shall be publicly acknowledged by that organization. The requests should be recommended by the publicity committee and approved by the Board. added February 2013

13. Conflict of Interest/Eligibility for local AAUW scholarships and grants:

- The appearance of a conflict of interest must be avoided at all times. Modified Nov 7, 2012
  Any duality of interest or possible conflict of interest on part of any board member should be disclosed to other board members and made a matter of record, either through an annual procedure or when the interest becomes a matter of board action.

- Any board member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting, even where permitted by law. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
- The foregoing requirements should not be construed as preventing the board member from briefly stating his/her position in the matter, nor from answering pertinent questions of other board members since his/her knowledge may be of greater assistance.
- AAUW Buffalo board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives of the organization. AAUW Buffalo promotes a working environment that values respect, fairness and integrity.
- Members of the Buffalo AAUW Branch board are not eligible to apply for local scholarships, loans, and grants with the exception of the Clarine Radt mini-grants for professional development.. Children of all branch members are eligible. Branch board members who are involved in the governance of organizations which may request support from the branch must disclose that involvement at the time of the request.

  amended December 2018

14. The branch roster may not be used for any commercial purposes or for promotional mailings of any kind.
15. Group e-mail communications to branch members will be used only for branch issues of a timely nature.
16. The president shall be responsible for providing each board member a copy of the policies and a form to be signed confirming that she/he has read them and will abide by them.
17. Whistle-Blower Policy added December 2011

    Any member who reasonably believes that a policy, practice, action or inaction of the AAUW-Buffalo Branch is in violation of applicable law or governmental regulation is encouraged to submit a written statement of complaint to the AAUW-Buffalo President or any Board member. Any member who submits such a complaint in good faith shall not be subjected to retaliation by AAUW-Buffalo, its Board or any of its members. Any such retaliation on the part of a member shall be the basis of a referral to National for consideration of that person's membership revocation. An executive committee member of AAUW-Buffalo shall investigate all such complaints in a timely manner, document its investigation and take appropriate action; or, in the alternative, may refer the matter to National or to an appropriate governmental entity for investigation. All members of AAUW-Buffalo shall cooperate fully with such an investigation and no member shall suffer retaliation for cooperating with an investigation.

    No document or tangible item (whether or not electronically stored) relating to a complaint may be destroyed, defaced, altered, hidden or withheld from the investigating entity. All such documents or tangible items must be preserved, intact and unaltered, and turned over to the Board or investigating entity.
18. $5,000 shall be given to Branch Funds for Education from the proceeds of the book sale on an annual basis. added November 2013, amended October 2026 Historical note: prior to the establishment of

the branch 501(c)(3) status, all contributions from the sale of books were contributed to the national Education Foundation in order to avoid the necessity of charging sales tax. The fees from admissions were divided between the branch and the Funds for Education account.

19. An individual who is not eligible for regular membership (does not have a degree) but understands and supports the mission of AAUW may be a friend of the branch. Friends shall be entitled to participate in branch general meetings, study/interest groups, special projects and other branch activities. Friends shall be included in the branch roster and receive the branch newsletter. Friends may not vote, hold office or serve in a policy making position. The number of friends of the branch shall not exceed 20% of the number of full members of the branch. Fees for them shall be the same as branch dues. moved from bylaws per national mandate October 2015
20. A non-member (of AAUW) may attend up to three sessions of an interest group without joining AAUW Buffalo Branch. added December 2015
21. The Jacquie Walker scholarship will continue on an ongoing basis as long as Ms. Walker is willing to participate. Bd vote September 2016.
22. Donations to the Buffalo Branch will be encouraged via a page on the branch website. It will specify that, unless otherwise designated, donated funds will go to our "Funds for Education" interest-free loans and grants program. added April 2019
23. Funding for scholarships not bound by the rules of an endowment may be, in rare occurrences of a lack of extremely qualified applicants, moved from one scholarship to provide an additional scholarship to another. This will be done with the collaboration of the Scholarship Director and the individual Scholarship Chairs. October, 2025, amended October 2026.
24. Any obligations or contracts, such as leases for space, engaging movers, table/chair rental, hiring of security, or Tech Savvy arrangements, must be approved and signed by the president, or by a designated representative with conditions specified in writing. For example, "Susie Smith is authorized to engage movers to move collected books from the storage site to the sale site from April 1-April 30 at a cost not to exceed x dollars, providing movers have demonstrated appropriate liability and workmen's compensation coverage and licensing." No "day laborers" or subcontractors may be employed. Competing bids should be obtained for expenses exceeding $1,000. October 2026
25. When planning events and selecting venues, care should be taken to consider handicap access, parking, lighting and visibility, sound amplification, and convenience (northtowns vs. southtowns). Timing should consider UB/local graduation weekend and other competing events. October 2026
26. When booking venues, check policies in advance re. tax exempt certificate, minimums and extra charges, deposit, and payment requirements (check or credit or debit card). Some repeat vendors have the tax exempt form on file. October 2026
27. An ad hoc committee will be formed as necessary to consider applicants for Clarine Radt grants. October 2026

Achievement Award Procedure

approved April 2, 2014, amended November 4, 2026

Purpose:

To provide guidelines to continue the tradition since 1940 for the Buffalo Branch of AAUW to select an outstanding woman or women of the Buffalo/Western New York area each year whose attainments, character, and achievement merit recognition and that dignify the position of women in the community.

Criteria for Award Winner Selection:

One or more women are to be chosen annually to receive the award in recognition of one or more of these criteria:

- efforts to advocate for activities and policies that advance education and equity for women and girls; OR
- efforts to shape the lives of the next generation of women and their families; OR
- efforts to improve the lives of women and their families; OR
- involvement in community service that has resulted in the well-being and advancement of the city and/or area; OR
- Record of exemplary achievement in her profession or field of work.

These achievements must be beyond fulfilling basic employment commitments. The nominator should identify the nominee's accomplishments vis-a-vis the above criteria, in writing, using the form provided, and submit to the branch president or chair of the selection committee. The nominee must be present at the annual luncheon to receive the award in person and offer remarks.

Selection Committee:

In December and January:

- The president of Buffalo Branch will serve as an ex-officio member of the selection committee and will invite all Branch members to nominate candidates and to volunteer to serve on the selection committee. Nominations should be made on the form found on the branch website and submitted as directed, including résumés and CVs or other documentation of achievements and/or other relevant biographical information.
- The president will select 3 – 5 members of the committee from the branch volunteers. These committee members will not be eligible to receive the award that year nor may they serve more than 2 consecutive years on the selection committee.

In January and February:

- Résumés and CVs and/or other documentation should be gathered for discussion and be available after selection for publicity purposes.
- The selection committee will meet to discuss nominated candidates or to discuss additional possible award winners;
- Research and review of additional candidates will continue until an awardee is selected.
- If selected awardee is unable to assure the committee of her expected presence on that date, another awardee will be selected.

- If a member nominates someone for an award with whom they have a personal relationship (friend, co-worker, relative, etc.) they must disclose the nature of the relationship.

- A member may not participate in the selection process if there is a personal relationship with a nominee, regardless of who submitted the nomination.

In March:

- The president will prepare an announcement for the April *Advocate*.

In May:

- The Award winner will be presented with an appropriate certificate and keepsake gift, and given time to make remarks to the assembled members and guests at the May Luncheon.

Chamberlin/Funds for Education Loan Policy

Approved Feb 6, 2019

1. The loan recipients promise to notify the branch by July 1 each year of their status and updated contact information for the life of their loans. This stipulation should be included in the promissory note.
2. A reminder of the notification requirement should be sent in June via email where possible, or in writing. Debtors making periodic current payments may be judged to be satisfying the notification requirement via their payments. All correspondence with the loan recipients is to be managed by the Chamberlin/FFE treasurer or by an assistant if so desired by the treasurer.
3. Two months before a debtor's loan payments are to start, she/he should be reminded via email or in writing that payments are to start soon.
4. By July 31 debtors who have not provided updates via email or US Mail shall be contacted again via email or in writing, reminding them of their communication responsibility.
    a. The communication shall emphasize the fact that this status update was part of their agreement.
    b. In the case of loans which are in arrears, the communication shall include both the amount of the total loan and the amount in arrears and shall indicate that the loan may be turned over to a collection agency and/or reported to the credit bureaus.
    c. In the case of loans which are not yet due, the communication shall indicate that failure to comply with this requirement will result in the loan becoming due in full immediately.
    d. In either case, the communication shall indicate that we can be flexible regarding the loan repayment terms, but only if they keep us regularly updated.
5. If there is no response by August 31, a registered or signature-confirmation letter shall be sent to the debtors and their co-signers indicating that such action may be taken.
6. If there is still no response by September 30, the payment/nonpayment information will be carefully documented and the case may be turned over to a collection service.
7. If a collection service is unsuccessful, the debt may be reported to the credit agencies or dismissed.

Membership/Dues Information

In principle and practice, AAUW values and seeks a diverse membership. There shall be no barriers to full participation in this organization on the basis of gender, race, creed, age, sexual orientation, national origin, disability, or class.

All members, affiliates and friends shall receive the monthly newsletter and the roster. Branch member and "friend" dues shall be determined by the board no later than the January board meeting for the following year. Branch dues are currently $15.00.

Dues for members and student affiliates shall include membership in the national and state organizations as well as the branch. "Friends" shall be members of the branch only. People who are eligible for full or affiliate membership may not join as friends.

AAUW-NYS is maintaining state dues at $7.00.

AAUW national dues are being incrementally increased and are announced by the national board. From April 1, 2026 until further notice, national dues are set at $76.00.

Full AAUW members pay national, state and branch dues. "Friends" pay branch dues. Fulltime college and graduate students pay $18.81 (national) plus ½ the branch dues.

The total amount is income-tax deductible as all three entities are classified as 501(c)(3) organizations.

There is a special membership incentive program at the national level:

- Shape the Future program: People joining at an AAUW-sponsored community event may join at a discounted rate (1/2 the normal national dues plus branch dues). In addition, branches earn one free national membership for every two new members recruited at these programs, up to 3 free memberships per year.

Note – the national "Give a Grad a Gift" program has been discontinued.

There is, as an alternative to annual memberships at the national level, an option to purchase a national life membership for 20 times the current annual national dues. PAID life members are NOT exempt from state or branch dues, but they ARE exempt from national dues for life. HONORARY life members (50-years or more of membership and approved by national) are exempt from national, AAUW-NYS, and Buffalo Branch dues for life.

Members whose dues are in arrears will be assumed to have not renewed after two months and/or three notifications without response.

General Contact/Communication Information

Post Office Boxes

1. PO Box 894, Buffalo 14225-0894. Located in the Cheektowaga Post Office (125 Galleria Dr). To be used for general branch matters and as the "official" address for the branch. Names authorized to use the box and hold keys: President, VP
2. PO Box 397, Amherst 14226-0397. Located in the North Bailey Ave Post Office (5500 N Bailey Ave). Used exclusively for the Chamberlin/Funds for Education materials. Two keys held by the Chamberlin/FFE chair and the Chamberlin/FFE treasurer.
3. There will occasionally be other short-term leased PO Boxes for the use of specific scholarships.

Telephone Number

The branch voicemail number is 716-559-3037.

The president shall maintain the access code information. She shall also assign maintenance responsibility for the timeliness of voicemail greetings and retrieval of messages.

Website

The branch website address is https://aauwbuffalo.org. Access code information is held by the web manager and the branch president.

Newsletter

The branch newsletter, the *Advocate*, is published monthly September through June. The deadline for articles is set by the newsletter editor.

Membership e-mail lists

An e-mail list for the entire branch and an opt-in list for distribution of the newsletter shall be maintained by a member appointed by the president.

Branch email addresses

- aauwbuffaloprogram@gmail.com – used for branch *Paypal* and *Zoom* accounts
- buffaloaauw@gmail.com – used for the postal system account and the branch *Vertical Response* account
- There are other forwarding address set up on the website (…@aauwbuffalo.org) for specific purposes.

AAUW Buffalo Branch Social Media Policy
Effective June 12, 2019

This policy establishes a set of rules and guidelines for any activity and participation in "social media" related to AAUW Buffalo Branch. These rules are intended to be adaptable to the changes in technology and norms of online communication and behavior may be amended by the Branch Board of Directors.

DEFINITIONS

The term "social media" applies to any web-based and mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate, or otherwise interact, and includes, without limitation, email, texting, messaging, social networking, blogging, and so on, through providers such as Facebook, Instagram, LinkedIn, Twitter, YouTube, Google+ or others. The term "Branch" refers to American Association of University Women (AAUW) Buffalo Branch, Inc. The term "members" refers to the members, past and present, of AAUW Buffalo Branch, Inc.

LEGAL

1. Copyright and trademark infringement. AAUW Buffalo Branch could be sued for copyright infringement due to an article, photo, music, or video it posts on one of its sites without permission of the copyright holder.

2. Volunteers, agents of the Branch, or independent supporters. The Branch could be held responsible for the actions of its volunteers and agents, particularly if it didn't screen, train, or adequately supervise them. When directing individuals or committees to act in the Branch's name, limits or rules must be provided to limit their authority.

GUIDELINES

1. Subjects and material posted on social media sites must be consistent with AAUW core values.
2. Members must comply with all copyright and trademark restrictions. This includes:
    a. obtaining the permission of individuals in photos prior to publication,
    b. prohibits the use of copyrighted materials such as images and clipart.
3. Branch fundraising events such as the annual book sale, programs, and initiatives may be promoted with social media. Other promotions which may profit individuals or other organizations are not permitted.
4. Activities of other organizations may be shared on our social media sites, providing the activity is consistent with AAUW core values.
5. Site administrators may link to the sites of other organizations only if the organization's activities are consistent with AAUW core values.

AAUW BUFFALO SCHOLARSHIP POLICIES

These policies apply to academic/merit-based scholarships and do not include Funds for Education and Chamberlin loans and grants or the Swift-McClennan Scholarship.

Academic/merit-based scholarships will be made available for students in Western NY pursuing higher education based on strong academic achievement, community service, and/or demonstrated commitment to AAUW goals and values. The type, number, dollar amount and allocations among scholarships will be determined by the board of directors, keeping in mind the results of fundraising, investment performance, overall fiscal status and mission of the branch.*

* As the Olga Lindberg scholarship has been generously funded by a bequest, it is self-supporting and not dependent on fundraising or other factors at this time.

Scholarships may be awarded to students pursuing any field of study at any accredited institution, whether attending in-person and/or online. A Title IV accredited institution is an educational institution that has been approved to participate in federal student aid financial programs under Title IV of the Higher Education Act of 1965. Scholarship funds may be used for any reasonable purpose – tuition, books and supplies, course materials, fees, transportation, housing, food, healthcare, or dependent care (e.g., childcare).

Although some scholarships are currently limited to women only based on the terms of bequests, others are open to men as well. Students may apply for all scholarships for which they qualify but may only receive one each year. Also, students may receive different scholarships at different times.

The application deadline for all academic, merit-based scholarships is to be determined by the Scholarship Director. Application packages which are incomplete, late and/or not consistent with directions are immediately disqualified.

In order to receive their funds, scholarship winners must submit proof that they are enrolled as a student in the next fall semester. With the exception of Adult Learners in Transition (ALT) scholars attending part-time, who receive a smaller scholarship award, all scholarship awardees must be attending full-time in the next fall semester. Full-time means at least 12 credit hours.

Applicants must provide original, personally written essays and responses without the use of any AI or artificial technology. Essays should enumerate metrics such as how many, how often, impact, and results achieved. In all cases, we reserve the right to verify information, contact references, and/or request an in-person or telephone interview. Award winners may opt out of any publicity or photos on request.

Each scholarship will have a designated chair and a committee of volunteers. The scholarship committee will meet as a group, thoroughly discuss and make note of various factors contained in the application, the transcript, the letters of recommendation and the all-important essay.

All committee members and board members are to maintain strict confidentiality – all meetings are to be held in private and no one shall discuss information outside of a meeting. If a committee member knows or is related to an applicant, he/she must recuse themself from the discussion and decision process.

Scholarship committee members must be familiar with and conform to the AAUW Buffalo Branch nondiscrimination policy.

The committee chairs will summarize their recommendations and submit to the Scholarship Director. The Scholarship Director will then present the final recommendations in writing for approval by the Board of Directors at the April board meeting.

All applicants will be notified of our decision in writing, preferably by letter, and/or email (for Women Entering College), by scholarship chairs or the Scholarship Director within 7 business days following the board meeting. All applicants will receive a letter and/or email (for Women Entering College) and membership application inviting them to participate in AAUW, and the opportunity to apply for scholarships in the future if applicable.

It is current policy that each award winner and up to two guests are invited to attend a Scholarship Awards Dinner at no charge. Additional guests may be accommodated at the member's rate. The extent of the event is subject to an annual board of directors' budget allocation.

In all cases, award winners are to be advised in writing that funds will be disbursed directly to them by check upon the fundraising/scholarship treasurer's receipt of proof of enrollment, generally late August, and given instructions on how to provide this documentation to the treasurer. If the treasurer has not received proof of enrollment by August 15, the treasurer may, but is not required to, reach out to the award winner to remind them. Note, the proof of enrollment is to be retained for 3 years with checking account activity to support the branch's tax filing, auditing and recordkeeping requirements.

All board award decisions are final. Should an award winner's circumstances change and they will not be attending their program full-time in the fall semester as planned, the funds will remain with AAUW Buffalo and they are welcome to re-apply in the future. Funds will not be held until a future date, nor will they be redirected to an "alternate" candidate.

Following the determination of scholarship award winners, application materials will be returned to the Scholarship Director or retained by committee chairs for at least a year and then disposed of securely. However, a limited amount of data, including names and contact information, will be retained permanently to develop historical data to assess the success of our program and possibly re-direct our efforts. At a minimum, the Scholarship Director will determine the number of applications in each category, the number who qualify, the number and dollar amount of scholarships awarded, and the names and contact information of the applicants.

At the end of each scholarship cycle, committee chairs and members are encouraged to participate in a review meeting convened by the current and/or incoming Scholarship Director to recap the recent program, offer suggestions and seek improvements. The meeting will generally review application procedures, policies, FAQs, website updates, and public relations aspects.

OTHER GRANTS AND AWARDS

Clarine Radt Mini Grants

Given our stated mission includes the mandate to support lifelong learning and continuing education, Clarine Radt Mini Grants are intended to assist AAUW Buffalo Branch members* who wish to enhance their professional skills and/or careers. We especially encourage requests for programs related to science, technology, engineering, and mathematics (STEM) fields and career pathways, leadership development training, as well as training to expand or deepen skill sets in ways that benefit the member's association with AAUW Buffalo.

Grants of up to $500 per person per year (July – June) may be used to fund attendance at short-term formal programs such as conferences and seminars. While we encourage members to consider local conferences and seminars and leadership training opportunities, members are expected to use professional judgement in selecting the program that best meets their needs.

Buffalo Branch members may apply by describing the program, the sponsor of the program, how it will enhance their professional development, and how the program fits with AAUW priorities as stated above. Applicants should also provide an estimate of the costs to attend (registration fees, travel expenses, etc.) and the dates and location of the program 6-8 weeks in advance of the program via email to scholarship@AAUWBuffalo.org.

If approved, it is the responsibility of the member to complete the registration process and make attendance arrangements. On completion, the attendee will submit proof of attendance (such as certificate of attendance, letter from the sponsoring organization, program listing attendees, etc.), itemize expenses, and prepare a short report on the quality of the program and what was achieved by his/her attendance. Reimbursement will then be made. Copies should be submitted via email to both the Clarine Radt Mini Grant coordinator and Fundraising/Scholarship Treasurer.

*All members of the Buffalo Branch, men as well as women, and Friends of the Branch, may apply.

The National Conference for College Women Student Leaders (NCCWSL)

NCCWSL is currently sponsored by the National Association of Student Affairs Administrators in Higher Education. It unites college women and gender nonconforming students from across the nation for a transformative experience in leadership development, networking, and inspiration through engaging workshops and hands-on activities.

An ad hoc review Committee will be formed in March to solicit and review applications and recommend awards. Award(s) will be determined in May so that the applicant may obtain the early registration discount.

To apply for funds to attend this event, a candidate must write an essay and submit it to the NCCWSL Coordinator, who will recommend the board of directors approve a specific amount for reimbursement. Historically, it has been up to $1,000 per person. If approved, it is the responsibility of the candidate to complete the registration process and make travel arrangements. On return, the attendee will submit an itemized list of expenses and receipts, as well as proof of attendance, and prepare and deliver a presentation on what was achieved by her attendance.