

UNIVERSITY OF LETHBRIDGE FACULTY ASSOCIATION
FINANCIAL SUPPORT FOR EDUCATIONAL EVENT PRODUCTION

The Association may put funds aside in a budget year, but shall not be obligated to do so, for assisting its members to produce workshops, seminars or other educational events having relevance to university life. Applications for funds must be in writing and submitted to the Executive Committee not less than thirty (30) days in advance of the planned event.

The member requesting such support must provide the following:

- a. a written statement of the demonstrable benefit to the membership issued from such event.
- b. a detailed budget estimating revenues and expenses.

If a request for sponsorship is granted, the member organizing the event shall have no authority to obligate ULFA to any vendor for the payment of costs associated with the event. The member shall request that the Executive Officer contact the vendor and give permission for such obligation to be incurred by the Association.

The member organizing the event shall be responsible for producing a statement of profit or loss and ensuring that it is received by the Executive Committee within thirty (30) days after the conclusion of the event. Further, the organizing member shall be considered the steward of all revenues and disbursement receipts from the event, and shall tender these to the Executive Officer along with the statement.

The organizing member shall be considered in default of the preceding clause after thirty (30) days. No further requests for funds shall be entertained until the deficiency is cleared.

The Executive Committee shall be the arbiter of all requests for assistance, and shall assess each application on its merits. Where there are unexpended funds in the Educational Event Sponsorship account at the end of a fiscal year, such funds will not carry over to the subsequent fiscal years.

Approved by the Executive Committee, Meeting No. 20, March 31, 1998