

	Policy: CONFERENCE SPONSORSHIP POLICY Policy Number:
Implementation date: 29NOV18	Revision date: 05AUG20

Policy Statement

The BUFA Conference Sponsorship Policy is to provide guidance on providing support to members attending a conference and/or workshop on behalf of BUFA.

Purpose

To establish a practical mechanism to select members to attend conference and /or workshop on behalf of BUFA.

1. To the benefit of the running of the union, BUFA Executive members will be given priority to receive BUFA conference and/or workshop financial support.
2. When the BUFA Executive approves to cover the costs of travel and related expenses for general members to attend conferences and/or workshops, individuals will be required to submit a short statement (150-200 words) about how they see their attendance benefiting the union and/or the membership as a whole. Executive members will not be required to submit statements.
3. For each invitation to the general membership for interest in attending a conference or workshop, the Executive will establish and communicate the process by which members will be selected.
4. The BUFA Executive will determine the number of people attending with BUFA sponsorship.
5. Each general member will be eligible for BUFA sponsorship once per budget year.
6. Upon completion of travel, individuals are expected to submit an informative written report to the BUFA Office. Reports will then be posted in the members' section on the BUFA website. Reimbursements will not be processed until the report is accepted.
7. Individuals who do not submit a written report following attendance at a conference/workshop who were approved for BUFA sponsorship shall not be eligible for future sponsorship until such time that the outstanding report is submitted.
8. Inquiries regarding the selection process can be raised with the Executive.

Amended:

August 4, 2020 Clarified sponsorship once per budget year.