

Cost Reimbursements for Council Membership Outreach

Approved April 19, 2017

A Federation of Community Councils Policy

The Federation of Community Councils may provide limited reimbursements for costs associated with Community Council membership outreach when funds are available.

Federation Board May Designate Reimbursement Funds: The Federation of Community Councils may designate what funds, if any, will be made available to reimburse Community Councils for limited membership outreach costs incurred in that budget cycle. The reimbursement amount is generally no more than \$75 per Council annually. The Federation retains the right to withdraw or curtail disbursement of funds designated for this purpose at any time and without notice.

Qualified Membership Outreach Costs: When funds are available, a Community Council may request reimbursements up to the designated amount for costs incurred in membership outreach efforts to generate participation in the Council's meetings and inform area residents of Council issues and events. Reimbursements may include outreach costs for membership promotional materials and events.

Limitation on Reimbursements: The funds may be used only for costs of membership outreach for the Community Council and may not be used for payments for non-community Council costs or events, for pass-through fundraising to other Community Councils or organizations, or for events or purposes that do not involve the Community Council's membership outreach efforts.

Procedure for Requesting Reimbursement for Membership Outreach Costs:

1. The Community Council president or chair must verify that the expenditure is for the Community Council's membership outreach and submit a receipt to the Community Councils Center manager with a request for reimbursement.
2. The Councils Center manager will determine whether the expense is reimbursable as a membership outreach cost. On request, the manager's determination may be reviewed by the Federation's Executive Board.
3. When the Councils Center manager has determined that a cost is a reimbursable expense, reimbursement will follow in the next payment schedule.

Federation of Community Councils Board of Delegates, Approved April 19, 2017

VOTE: Yes: 22 No: 1 Abstain: 0



Bonnie E. Harris, Chair
Federation of Community Council