

SECTION 5
FINANCIAL ASSISTANCE FOR
MEMBER AUXILIARIES



The BCAHA Financial Assistance Fund

Financial assistance is available from BCAHA for the continuing education of member Auxiliaries for any of the following purposes:

1. Assistance for registration and travel expenses to BCAHA Provincial Conference for up to four delegates from any auxiliary raising less than \$30,000 per annum.
2. Assist in funding a speaker presenting an educational program or workshop to an Area Conference subject to a \$500 maximum.
3. Funding for a broad spectrum of educational materials for use at the BCAHA or Area Conference.

Guidelines:

Applications for assistance from the Fund will be entertained on the basis of need and in consultation with the BCAHA Finance Committee.

- Assistance as per purpose (1) may include:
 - a. Conference Registration fee which usually includes the cost of the conference banquet and one breakfast during the conference; additional meals while travelling to or at the conference are the delegates' or Member Auxiliary's own responsibility.
 - b. Travel expense at the rate established by BCAHA.
 - c. Hotel accommodation.
- To fund a speaker or event, a completed application form together with the proposed budget and financial statement for the previous fiscal year must be sent to the BCAHA Finance Committee Chair four (4) weeks in advance of when funding is required.
- Requests for assistance for funding a speaker/workshop must be accompanied by a brief summary of topic(s) and outcomes anticipated.
- Expenses must be substantiated by receipts and submitted to BCAHA Finance Committee Chair along with a report evaluating the conference or outcomes of the event within 30 days following the event.
- The BCAHA Finance Committee shall have the option to grant a portion of the amount requested.

The financial assistance application form is available in Section Ten of this handbook, and can also be downloaded from Member Resources section of the BCAHA website.

