

## **CALIFORNIA WOMEN FOR AGRICULTURE CONVENTION & MEETING ATTENDANCE AND REIMBURSEMENT GUIDELINES**

Each year, CWA holds several meetings throughout the year.

January Meeting/Convention

March Meeting

May Meeting—generally held in Sacramento in conjunction with legislative visits

September Meeting—generally held in Fresno in conjunction with Fresno State Ag One

November Meeting

Our Chapter encourages our members to attend these events by reimbursing you for some of the related expenses. However, there are certain guidelines that **MUST** be followed in order to be reimbursed. Below is a general statement of how reimbursements are handled by our chapter (there is more detailed information available in the Bylaws).

**WHO GOES:** Any member is welcome to attend, but the Chapter can generally only reimburse 4 participants (who must be approved by the Executive Committee in advance). If more than 4 people want to attend, reimbursement will be considered on a case by case basis, but only with prior approval.

**WHAT YOU ARE REIMBURSED FOR:** The Chapter will reimburse you for: (1) your registration fee (less any cost associated with tours); (2) 50% of the cost of the official hotel room for the night before the event and the night of the event (if you choose to stay with another member there will be no cost to either of you, since you will each be reimbursed for half the room cost. If an odd number of people go and it is impossible to find a roommate, you must get prior authorization before the Chapter can pay more than 50%); and (3) gas (\$0.30/mile) for the State Convention ( gas for the Retiring President and President Elect only).

Please note that those who are eligible for State reimbursement for any of these costs will receive reimbursement from the Chapter *only* for expenses that are *not* reimbursed by State. For example, if a State Officer rooms alone and the state pays for half of her room, the Chapter does *not* pay the other half.

*The Santa Maria Chapter of CWA encourages a variety of members to attend these events, so if you are interested, please speak to any Board Member in advance of the event and we will do our best to help facilitate your attendance!*