

Great Lakes Pastel Society Educational Funding Policy

One of the primary goals of the Great Lakes Pastel Society is to educate both members and the general public in the art of pastel painting.

To further this goal, the organization has developed a policy and budget to aid members and member groups having a desire to organize local events for local members while still allowing all members to participate. Non-members may also participate in hopes that they will be inspired to join our organization.

Requests will be on a first come basis and as budgeted funding of activities allows.

To allow for a wide variety of disbursements, each member or group of members may obtain funding only once every two years. If a request is made and denied, future requests may be submitted. Once funding is obtained the member or group of members must wait two years to request funding again.

A request for financial support of up to \$100 must be made in writing and submitted, via email, to the GLPS Vice President at least 30 days before an upcoming Board meeting. This request must include the date, location, and type of event, name(s) of organizing members, a description of the intended use of GLPS funding, how it will benefit the organization, and whether the request is for a grant or a loan which would repaid with earnings from the event. The request must also include the name of the person that the check should be made payable to and when the check is needed

No GLPS funds may be used for any alcoholic beverages at any time.

The sitting Vice President will circulate the request prior to the Board Meeting to allow the Board members time to evaluate and, if necessary, obtain more information or clarification of the existing information from the member(s) requesting funds.

The Board, at it's next scheduled meeting, shall discuss and vote on the request with the results communicated to the member(s) within 3 days. Funding shall be disbursed within the timeline provided in the original request and to the name provided in the request.

Subsequent to the event, the Board shall be provided with a complete disclosure of expenses, copies of any printed materials such as brochures, invitations, advertisements, lists of participants, etc. If the funds were dispersed as a loan, the loan must be repaid within 30 days after the event occurs. If loaned funds cannot fully be repaid, a complete financial summary and explanation must be prepared and submitted to the GLPS President for Board review.

This policy shall be in force on a test basis for two years effective July 1, 2011. Prior to the expiration of this policy (July 1, 2013) an evaluation and decision to extend (or cancel) the policy will be made by the then sitting GLPS Board.