

C. Letter of Agreement for Financial Responsibility of Region Seminars

The seminar executive committee determines its own financial workplan and budget. Financial workplans and budgets shall be submitted on a regularly scheduled timeline to the region director, region seminar/retreat coordinator, and the region treasurer for review and approval. The approval shall be reported to the region board of directors. The initial workplan shall be approved by the region executive board.

IF THE APPROVED BUDGET POLICIES AND PROCEDURES ARE FOLLOWED AND A DEFICIT OCCURS, THE HOST UNIT AND THE REGION WILL SHARE THE RESPONSIBILITY EQUALLY. IF A DEFICIT OCCURS BECAUSE THE POLICIES AND PROCEDURES WERE NOT FOLLOWED, THE RESPONSIBILITY LIES TOTALLY WITH THE HOST CHAPTER... *RMR Policies and Procedures, Section VI-J.*

The seminar budgeting process is an important planning tool of the seminar executive committee. However, the region board of directors has the responsibility of approving finances. The seminar executive committee collects and organizes financial information to assist in planning.

Please carefully read and review the policies and procedures of the Rocky Mountain Region and those of EGA relating to region seminars. Ask the region seminar/retreat coordinator or the region director any questions where you feel clarification is necessary in order that you completely understand what is required of you. Then, sign, date, and return the original form to the region seminar coordinator by DEADLINE DATE.

“I have read and understand the Rocky Mountain Region Policies and Procedures and those of EGA relating to region seminars. I understand the duties and responsibilities of my office, and shall adhere to the policies set forth.”

Seminar 'xx Chairman

Date

Seminar 'xx Dean of Faculty

Date

Seminar 'xx Treasurer

Date

Seminar 'xx Registrar

Date

RMR Seminar/Retreat Coordinator

Date

RMR Director

Date

Sponsoring Entity (Region or Chapter) _____