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National Association of College Auxiliary Services (NACAS)



NACAS Central Policy and Procedure Manual

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INTRODUCTION

PURPOSE

The purpose of NACAS Central shall be:

- To promote a high standard of business practices and ethics among its members.
- To unite in one organization those persons and entities whose major responsibility is providing auxiliary services to the students, faculty, staff, and guests of their respective colleges and universities.
- To provide for the collection, dissemination and interchange of information among the members of NACAS Central.
- To provide members with opportunities for career development and professional growth, and to promote auxiliary services as a valid component of the total education process.
- To foster a cooperative spirit among our member representatives and with other college and university professional associations.
- To foster cooperation, support and growth of the national and regional associations of college auxiliary services.
- To foster international goodwill through cooperation and liaison with kindred associations throughout the world.
- To develop collaborative relationships with business partners that support innovation of products and services in college auxiliary services.

WORKING DEFINITIONS

POLICY

A brief, general statement of purpose, principle or philosophy that serves as a

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guide for action and that is adopted by the NACAS Central Board. The policy statement may also include general reporting and review requirements.

PROCEDURES

A statement of the explicit steps needed to carry out the administrative regulations.

ANNUAL BUSINESS MEETING

The NACAS-Central Annual Business Meeting takes place during the Annual Connect & Exchange (CX) Regional Conference. The slate of officers and directors is voted on at this meeting. Changes to the Bylaws may be presented and voted on at this meeting. The budget for the coming fiscal year is presented to the membership at this meeting.

REGIONAL MEETING AT THE ANNUAL CONFERENCE

The Regional Meeting takes place during the National Annual Conference. This meeting must not be confused with the Annual Business Meeting, which takes place the Annual Connect & Exchange (CX) Regional Conference. Changes to the Bylaws may be presented and voted on at this meeting.

FISCAL YEAR

The NACAS Central fiscal year is consistent with the calendar year, beginning January 1 and ending December 31.

GENERAL POLICIES

PROCEDURE FOR PROPOSING NEW POLICIES AND REVISING EXISTING POLICIES

NACAS-Central Members, Business Partners, Committee Chairs, and Board Members may submit proposed new policies or revisions of existing policies to

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any NACAS Central Board Member.

The President is to receive copies of all proposals at the time of submittal. Any revisions shall be presented to the Board at its next meeting for approval.

GUIDELINES FOR USE OF NACAS CENTRAL NAME AND LOGO

The NACAS-Central logo is available in electronic format from the Secretary and on the NACAS website at the following url

<https://nacas.org/about/leadership/volunteer-leader-resources/> Use of the NACAS Central logo must be approved by the NACAS Central Board.

POLICY STATEMENT ON EEOC/AFFIRMATIVE ACTION

The National Association of College Auxiliary Services does not discriminate on the basis of race, color, gender, age, physical disability, relation, sexual orientation or national or ethnic origin in its membership, employment or any programs under its administration. The Association promotes and ensures representation of cultural diversity in all aspects of its activities.

NACAS Central supports the aforementioned policy statement.

MEMBERSHIP

INSTITUTIONAL

Regional membership is automatically granted when national membership is obtained. It is policy that the membership in the National Association of College Auxiliary Services shall be a joint National and Regional membership.

Membership shall be limited to accredited institutions of higher education with one individual designated as the official representative.

ADMINISTRATIVE PROCEDURE

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- A. The National office advises the President of all new members. The President shall send a welcome letter or email from the Region and the appropriate Board member.

RETIREES

Retired NACAS-Central member representatives and their spouse/guest are welcome to attend the Annual Regional Conference. The retired member will pay the fee set for retirees and the spouse/guest shall pay the same registration fee as the posted spouse/guest registration fee.

BUSINESS PARTNERS

Regional membership is automatically granted when national membership is obtained. It is policy that the membership in the National Association of College Auxiliary Services shall be a joint National and Regional membership.

ADMINISTRATIVE PROCEDURE

- A. A Business Partner may become a Member upon request, submission of an application to the National office, and payment of an annual Business Partner Member fee to the National office.
- B. A NACAS Central Business Partner will be invited to the Regional CXConference.
- C. A list of the NACAS Central Business Partners shall be provided to the Regional Conference Chair and Host by the Business Partner Liaison.

DUES

The NACAS National Board as outlined in the NACAS Bylaws establishes dues. If membership dues are not paid by the anniversary date, the Member will be removed from membership of NACAS and thus, NACAS Central.

ADMINISTRATIVE PROCEDURE

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- A. The National office will compile a list of institutional Members who have not paid their dues. This list will be submitted to the National Board members, the Membership Committee, and the Business Partner Committee.
- B. The Regional associations are notified so that the regional President and Board members can write letters, send emails, and make phone calls encouraging reinstatement.

DIRECTORY OF MEMBERS

The President may receive a list of NACAS Central members from the NACAS Office and shall distribute this directory to all Central Region Directors.

BOARD

CODE OF ETHICS

It is the policy of the National Board that a Code of Ethics be established for the Board and be made available to the members on request.

The NACAS Central Board adopts the Code of Ethics and Professional Conduct of the National Board.

CODE OF ETHICS AND PROFESSIONAL CONDUCT

- The auxiliary services professional shall represent their institution with personal integrity and shall conduct the business of their institution in a professional manner.
- The personal and professional conduct of the auxiliary services professional shall be such that it enhances the integrity and prestige of their institution.
- The professional shall refrain from entering into private or personal

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activities that may be interpreted as a conflict of interest and from accepting gifts or favors that imply an obligation of their institution.

- The professional should refrain from any activity that compromises the fiscal integrity of their institution. The professional should not benefit financially, either directly or indirectly, from any decisions made as an officer of their institution.
- The professional recognizes the cultural diversity of the institution and promotes non-discriminatory personnel practices, which ensure that recognition, selection, and promotion are based on skill, proficiency, educational experiences, measurable potential and productivity.
- The professional shall strive to participate in the development of their institution's mission statement and shall serve in any beneficial capacity that enhances the achievement of the goals of the institution.
- The professional fosters and supports the development of professional standards at their institution and in regional and national professional organizations.

BOARD RECOGNITION FOR OUTGOING BOARD MEMBERS

It is the policy of the NACAS Central Board to recognize outgoing Board members with a gift or plaque in recognition of their service to the organization.

ADMINISTRATIVE PROCEDURE

Administered by the President Elect

- A. The President Elect shall coordinate the purchase of a gift for the outgoing President and any other board members to be given at the Annual Regional Conference.
- B. The estimated cost of the gifts shall be included in the annual budget.
- C. The President Elect shall consult with the rest of the board members except the President prior to purchasing the gifts.

BOARD RECOGNITION FOR OUTGOING PRESIDENTS

It is the policy of NACAS Central to provide a \$1,000 USD contribution to the foundation or fund-raising entity of the school of the outgoing President. The outgoing President may request that the contribution be made to an alternative non-profit fundraising organization including the NACAS Foundation

ADMINISTRATIVE PROCEDURE

Administered by the Treasurer (scholarship check) and the President Elect (other recognition)

- A. The scholarship check is to be presented each year at the Annual Regional Conference.
- B. The President Elect shall draft a Resolution acknowledging the contribution of the outgoing President and submit it to the rest of the Board for their approval.
- C. The Resolution is to be presented at the Annual Regional Conference during the Annual Business Meeting.

ANNUAL REPORT

It is the policy of the NACAS Central Board to provide an Annual Report to the Members.

ADMINISTRATIVE PROCEDURES

Administered by the President

- A. The President is to provide an Annual Report.
- B. Solicit from and review highlights with the Board prior to the Annual Regional Conference.

LETTER OF ACKNOWLEDGEMENT OF SERVICE AND/OR WELCOME TO NACAS CENTRAL

It is the policy of the NACAS Central Board to send letters to the superiors of

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Board Member acknowledging the representative's service to NACAS Central.

It is the policy of the NACAS Central Board to send letters of welcome to all new members.

ADMINISTRATIVE PROCEDURE

Administered by the President

- A. The President shall request from Board Members and Committee Members appropriate names for mailing.
- B. Acknowledgements shall be sent for outgoing Board and Committee Members.
- C. The National Office advises the President of new members.
- D. The President shall send letters of acknowledgement and/or welcome.

BOARD MINUTES

It is the policy of the NACAS Central Board that, at all Board meetings, the Secretary or their designee shall take minutes. Minutes are to include motions made at the meetings.

Any back-up material referred to by action items must be attached to the minutes. Minutes and attachments are to be saved electronically and retained for future reference.

NEW BOARD MEMBER ORIENTATION

New members will be given access to Board minutes, financial statements of the previous year, appropriate budgets, the regional policy manual, and regional bylaws.

ADMINISTRATIVE PROCEDURE

Administered by the Secretary

- A. Access to the documents listed above will be given to new members by the first full Board meeting following the election.

BOARD MEETING TIMES AND LOCATIONS

The location and time of all Board meetings will be the decision of the President in consultation with the Board. Board meetings shall be held monthly. Board meetings will often be conducted via conference call, due to the impracticality and expense of conducting in-person meetings.

ADMINISTRATIVE PROCEDURE

Administered by the President

In selecting Board meeting times and locations, other than the annual meeting, consideration will be given to in-person meetings at future Annual Regional Conference CX sites as well as during the National Leadership Team meeting.

ANNUAL REGIONAL CONFERENCE SITE SELECTION

It is the policy of the NACAS Central Board of Directors that the annual regional conference site selection process recognizes the needs of members in sites it chooses.

ADMINISTRATIVE PROCEDURE

Administered by the Conference Coordinator

- A. Three-year planning is encouraged wherever possible.
- B. Each year at the Board shall select prospective sites for consideration. The Board should consider alternating between “hub” or major metropolitan area sites such as Chicago, Minneapolis and Kansas City and “boutique” sites like Wisconsin Dells, WI or Lake of the Ozarks, MO.
- C. When possible, the Host Committee chair of the Regional CX two years out will sit on the conference planning committee for the current year Regional CX.
- D. The Board should also consider opportunities to partner with other regions and host joint regional conferences. Delegate attendance,

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expanded educational opportunities and business partner convenience being key supporting reasons.

- E. Once the site is agreed to, the President, President-Elect and Conference Coordinator shall establish a program and host committee structure with the volunteer institution.
- F. A Memorandum of Understanding between the partnering regions will be developed to formalize the; conference planning team structure, financial arrangements and any other relevant concerns. The MOU will be signed by the President of each participating region.

NATIONAL APPOINTMENTS/NOMINATIONS

The current Central Region President serves on the National Nominating Committee. The current Central Region President serves as the chair of the Regional Nominating Committee.

Under the Bylaws (article 7, section 2) of NACAS-Central, the Board shall select the Regional Representative to the National Board every three (3) years.

At the request of the National Nominating Committee, the Board shall select a regional candidate for the National President's office.

Persons being considered for National Board positions must have served on the Central Regional Board for a minimum of three years and meet the general requirements of the National nominating process.

REGIONAL APPOINTMENTS/NOMINATIONS

The regional Nominating Committee shall be comprised of the President (chair) Immediate Past President and the President Elect.

The regional Nominating Committee shall submit to the Board a slate of candidates 45 days prior to the Annual Regional Conference. At the Annual Regional Conference, the Chair shall circulate to the membership for their consideration the slate of candidates. There will be an election by the

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membership.

ADMINISTRATIVE PROCEDURE

Administered by the President Elect as Nominating Committee Chair

- A. The Chair of the Nominating Committee shall publish by email to members in good standing, no later than February 1st, an announcement calling for nominations for the open positions. Please refer to the Constitution and Bylaws for terms of office for each position.
- B. The Chair shall provide each committee member with a complete list of nominees. A committee meeting or conference call must be held no later than 60 days prior to the Annual Regional CX Conference to review the nominations.
- C. If there is more than one qualified candidate for each open position, the Committee shall vote on the candidates for each open position, either via email or conference call. Upon selection of one qualified candidate for each open position, the Chair shall contact each candidate to determine willingness and ability to accept the nomination.
- D. The Chair shall submit to the Board a slate of candidates 45 days prior to the Annual Regional Conference.
- E. Upon receiving the slate from the Nominating Committee, the Board of Directors must vote to accept or reject it. If the vote is negative, the Board must state the reason for the rejection and return it to the Nominating Committee for further deliberation.
 1. Failure to resolve the issue shall be cause for the President to appoint a Special Committee comprised on one Board member not on the Nominating Committee or directly involved in the issue, and one member of the Nominating Committee, and one Area Director. Members of this committee must be appointed from different Areas to prevent multiple representations from

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one Area.

2. The decision of the Special Committee shall be final.

- F. At the Annual Regional Conference business meeting, the Chair of the Nominating Committee shall present the slate and provide an opportunity for nominations from the floor.
- G. The Chair of the Nominating Committee shall conduct the election at the Annual Regional Conference business meeting and be responsible for certifying the election results and announcing the winners.

REGIONAL AWARDS

The regional Award Committee shall be comprised of the Central Regional Board.

The Board shall discuss the award candidates 60 days prior to the Annual C3X Conference.

Regional Awards include the Regional Rising Star and Regional Mentor.

If there is more than one qualified candidate for each award, the Award Committee shall vote on the candidates for each award, either via email or conference call. Upon selection of each award winner, the President-Elect will contact the winner to congratulate them.

ADMINISTRATIVE PROCEDURE

Administered by the President

- A. The President shall publish by email to members in good standing, no later than July 1st, an announcement calling for nominations for the awards.
- B. The President shall provide each committee member with a complete list of nominees on or before August 15th. The committee will review nominations and vote if necessary when there is more than one

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nominee per award.

- C. The President will work with the Secretary to notify the award recipients.
- D. Award recipients will be recognized at the Regional Breakfast during the Annual conference.

BOARD MEMBER ROLES

Duties of the various positions within the Board of Directors can be found in the article 7 of the NACAS Central By-Laws. More specific responsibilities for each position are presented below.

PRESIDENT

- Set and facilitate monthly Board meetings (Usually conference call)
- Act as chair of the nomination committee
- Oversee the appointment of any national committee vacancies
- Participate in regional conference planning calls
- Host hospitality suite at regional conference
- Host board dinner at national conference and regional
- Host regional dinner at LTM meeting
- Recognize outgoing Board members at annual meeting
- Provide Regional update at NACAS Annual Meeting
- Attend LTM
- Attend C3X and Regional CX conferences
- Appoint two Board members each year prior to the annual conference to audit the financial records of the region and report on the accuracy and completeness of the financial statements.
- Sign contracts on behalf of the Region
- Maintain Regional website pages

PRESIDENT-ELECT

- Participate in monthly regional Board conference call
- Serve in the absence of the President
- Appoint Host Committee Chair for Regional CX conference
- Serve as Program Chair for Regional CX conference.
- Serve on Nominations Committee
- Attend LTM
- Attend Regional and National Conference

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- Coordinate gift for outgoing President
- Administer CASP scholarships

SECRETARY

- Participate in monthly regional Board conference call
- Record minutes of monthly Board meetings and the Annual Business meeting.
- Attend LTM
- Attend Regional and National Conference
- Serve on Annual Conference Committee
- Coordinate \$1,000 donation for outgoing President's non-profit organization of choice

TREASURER

- Participate in monthly regional Board conference call
- Prepare and discuss monthly and annual financial reports
- Maintain checking account and credit card on behalf of the region
- Timely deposit any funds received.
- Issue payment for any Regional financial obligations on a timely basis
- Manage regional finances
- Work with designed Board members to provide them with the appropriate information for conduction the annual audit.
- Attend LTM
- Attend Regional and National Conference
- Serve on Annual Conference Committee

IMMEDIATE PAST PRESIDENT

- Participate in monthly regional Board conference call
- Attend LTM
- Attend Regional and National Conference
- Chair the By-laws and Resolutions Committee
- Serve on Annual Conference Committee
- Serve on Nominations Committee
- Serve as Parliamentarian at Annual Business Meeting
- Review and recommend updates to Policy & Procedures Manual

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- Administer regional CX conference scholarships
- Conduct new Board member Orientation

BUSINESS PARTNER LIAISON

- Participate in monthly regional Board conference call
- Attend LTM
- Attend Regional and National Conference
- Serve on Annual Conference Committee
- Work with NACAS Office and Central Region Board to determine sponsorship rates and what is included at each level.
- Work with NACAS office to update both paper and/or electronic registration forms.
- Send email communications to business partners soliciting sponsorship of the conference.
- Correspond with registered and potential business partners regarding questions.
- Track sponsorship registration activity and report that information to regional Board.
- Determine table assignments for business partner showcase.
- Work with host committee, conference coordinator and hotel contact to resolve any special needs (power, Wi-Fi)
- Work with host committee to develop appropriate sponsorship recognition (gather logos, print on foam core, etc.)
- Coordinate any business partner showcase event specific activities (gift card drawings)
- Work with conference team to resolve any onsite issues with business partner showcase
- Coordinate recognition of business partners and any specific event sponsorship at the conference.
- Thank business partners.

CONFERENCE COORDINATOR

- Participate in monthly regional Board conference call
- Attend LTM
- Attend Regional and National Conference
- Serve as Chair of Annual Conference Committee
- Research and recommend conference locations and properties up to three years in advance
- Conduct site visits and solicit proposals from prospective properties
- Evaluate proposals and make recommendations to the Board
- Work with the Treasurer on establishing a conference budget
- Negotiate contract terms with the selected property and deliver agreement to the President for signature.
- Work with conference property to establish the appropriate size hotel room block.
- Work with conference committee to develop the conference schedule
- Work with conference committee to plan conference meals and social events.

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- Work with NACAS office to develop the appropriate marketing and registration materials or electronic tools used for those activities.
- Report regularly to the Board information on conference registrations
- Recommend a host-committee chair preferably geographically near the conference site
- Solicit members to participate on the conference committee
- Facilitate regional conference planning meetings

DIRECTORS AT LARGE

- Participate in monthly regional Board conference call
- Attend LTM
- Attend Regional and National Conference
- Serve on Annual Conference Committee
- Serve as back-up to Conference Coordinator and President-Elect for conference planning functions.
- Serve on one of the National Committees
- Serve on the regional Marketing, Communications and Membership committee
- Serve on Annual Regional Conference CX Scholarship selection committee
- Assist with other regional initiatives as time allows

REPRESENTATIVE TO THE NATIONAL BOARD

- Participate in monthly regional Board conference call
- Provide updates to the Regional Board on items of interest
- Bring concerns from the Region to the National Board
- Attend LTM
- Attend Regional and National Conference
- Serve on Annual Conference Committee

FINANCIAL POLICIES

REIMBURSEMENT AND EXPENSE GUIDELINES

The following are guidelines for NACAS Central reimbursements are based upon the guidelines followed by the NACAS national organization. Ultimately, all expenditures are subject to Board approval.

Board members are responsible for their expenses associated with attending

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the Annual Regional CX Conference and the Annual National C3X Conference.

For the NACAS National Leadership Team Meeting (LTM), for members not paid for by the NACAS national office, NACAS Central reimburses and/or covers the cost of Board members as follows:

BOARD MEMBERS

- Travel to/from the meeting (i.e., airfare, mileage at the NACAS advertised reimbursement rate for mileage, taxi, etc.) – Board members are encouraged to use the NACAS Central credit card for travel arrangements to help build up the reward miles/points from the credit card
- Meals during travel to/from the meeting at NACAS per diem rates
- Board functions/group meals at a reasonable price while at the Board meeting
- Lodging arranged for the meeting – typically the evening prior to the meeting through the evening of the last day of business
- Expenses incurred for the meeting (i.e., telephone, fax, internet access, copying, etc.)

NACAS Central **does not** cover the following:

- Personal incidentals at the hotel during your stay at the meeting
- Spouse/guest travel to/from the meeting
- Difference in hotel costs if costs are higher (i.e., single room - \$90/double occupancy - \$100)
- Spouse/guest expenses while Board meeting is in session (i.e., tours, travel, mileage, meals, etc.) (See “special note” below.)

MEMBER SCHOOL HOSTING A BOARD MEETING

Examples of costs to be reimbursed by NACAS Central:

- Printing
- Mailing
- Welcome baskets
- “Home Town” goodie bag

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- Administrative supplies
- Notebooks
- Conference materials
- Travel associated with hosting a Board meeting
- Other necessary out-of-pocket expenses

SPECIAL NOTES ON CONFERENCE PLANNING/BOARD MEETINGS

Any planning meeting held at a future conference location is typically for experiencing the host facilities, the Board is reminded to be conscientious of expenditures. Tours, restaurants, etc. to be utilized during the actual conference are usually “reviewed” by Board members to get a full flavor of the conference host site and monies expended for this will be kept reasonable.

NATIONAL AND REGIONAL CONFERENCES

NACAS Central does not reimburse for expenses to attend the Regional or National Conferences. Expenses are reimbursed for costs associated directly to the Association (i.e., reception costs, display tables, promotional materials, etc.) that are incurred by an individual or the group to host NACAS Central events or promote the NACAS Central CX regional conference.

The Association normally covers the additional cost of the President’s suite at the Regional Conference, which is used for meetings of the Board and hospitality events, etc.

NACAS Central will cover the cost of meals for the guest of a Board member at the Regional dinners held during the Regional CX Conference, and Annual Conference.

If there are extenuating circumstances that affect key participants’ attendance at either a Regional or National Conference, a request for expense reimbursement may be made to the Board and is subject to Board approval. The request for expense reimbursement must be made 30 days before the expense is incurred and a justification for attendance to a Regional or National Conference must be submitted with the request. Extenuating circumstances such as an institution’s inability to fund travel or

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policies of an institution that prohibit travel will be considered. Key participants such as conference hosts, the NACAS Central President, and others whose direct participation at a conference will significantly benefit NACAS Central will be considered a priority.

LEADERSHIP TEAM MEETING

NACAS holds an annual Leadership Team Meeting (LTM), normally in late January or early February, that brings together the national Board, staff members from the NACAS National Office, officers of the regional boards, and national Committee Chairs.

The NACAS National Office covers the expenses (travel, lodging, and meals) for the regional President, the regional Representative to the national Board, and any national Committee Chairs.

Based on the availability of funds, NACAS Central covers the expenses (travel, lodging, and meals) for the President-Elect, the Immediate Past President, the Treasurer and the Secretary, Conference Coordinator, Business Partner Liaison and At-Large Directors.

ADMINISTRATIVE PROCEDURE

Administered by the Treasurer

All reimbursements must be submitted within 60 days from the time the expense is incurred on a NACAS Central reimbursement form and signed by the person requesting reimbursement. The form should be submitted with supporting documentation to the Treasurer and President for payment. Electronic submission is preferred.

The President Elect approves the President's reimbursement claims.

WAIVED AND COMPLIMENTARY REGISTRATIONS

The Board has authorized the following complimentary registrations to the annual

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Regional Conference:

- One registration to be given away at the National Annual Conference Regional meeting
- One registration for the NACAS President.
- One registration for the NACAS CEO.
- Registrations for other NACAS representatives will be billed at the member rate.

The Board has authorized the waiving the registration fee to any Drive-In Workshop for the following:

- One registration for each region (Central, East, and South) to be used by one of their Board members
- One registration for a representative from the NACAS National Office.
- Up to two registrations for administrative support personnel who support the Workshop Planning Chair

ADMINISTRATIVE PROCEDURE

Administered by the Treasurer

ANNUAL REGIONAL CX CONFERENCE SCHOLARSHIPS

To encourage NACAS Central members who might not otherwise be able to attend the Annual Regional CX Conference, the Board has established a scholarship that will cover the registration fee, accommodations, and transportation at a maximum value of \$1,825 per person for up to three (3) NACAS Central members.

It is at the Board's discretion to award more than three (3) "full ride" scholarships that include registration, accommodations, and transportation or any number of "registration-only" scholarships contingent on available funding.

The Board will review the amount budgeted for scholarship support on an annual basis.

ADMINISTRATIVE PROCEDURE

Administered by the Past President

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- A. The Board of Directors, each year, will determine the number and dollar amount of the scholarships to be awarded for the Annual Regional Conference.
- B. The NACAS Central CX Conference Scholarship Application form will be posted on the NACAS Central website when registration for the conference opens.
- C. The Past President will establish the deadline dates for (1) application submission, (2) scholarship acceptance, and (3) scholarship recipient registration.
- D. The complete application must be submitted to the Past President by the application deadline date to be considered.
- E. The Past President and Directors At-Large will review applications and select scholarship winners.
- F. The Past President or designee will notify the scholarship winners and inform them of the acceptance date and registration deadline.
- G. Once the Scholarship Committee has selected the scholarship winners, the Treasurer will assist with the accommodations and transportation requirements.

NACAS CENTRAL CASP REIMBURSEMENT

To encourage NACAS Central members to take the CASP (Certified Auxiliary Services Professional) exam, the Board has established a policy to provide scholarship support to offset the cost of taking the CASP exam. The Board will fund up to three (3) exam reimbursements per year. The value of the three CASP exam reimbursements will be included in the Region's annual budget.

ADMINISTRATIVE PROCEDURE

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Administered by the President-Elect

- A. When a NACAS Central member has successfully passed the CASP exam, the member may seek reimbursement for the exam fee by completing a NACAS Central CASP Scholarship Program Application Form, found on the NACAS Central website.
- B. The Application Form must be submitted within six months of the exam date.
- C. The member must submit proof of passing the CASP exam with the Application Form. The CASP certificate is acceptable proof.
- D. Only the individual or the institution that paid the exam fee may be reimbursed.
- E. Any other CASP scholarships or grants received by the NACAS Central member will reduce the amount that NACAS Central will reimburse.
- F. Once the President-Elect has reviewed the application and verified successful exam completion, they will direct the Treasurer to reimburse the appropriate party.
- G. The Board will include an amount designated for CASP exam support as part of the Region's annual budget.

NACAS CENTRAL MEMBERSHIP SUPPORT

DRIVE-IN WORKSHOP SUBSIDY

The main goal of the NACAS Central Drive-In Workshops is to provide value to the membership through networking and educational opportunities. To ensure high-quality content that benefits the membership, the Board will subsidize each event up to \$500 pending the availability of funding.

Board Approved: May 8, 2018

Subsidies greater than \$500 will depend on the availability of funds and must be approved by the Board.

ADMINISTRATIVE PROCEDURE

Administered by the Treasurer

- A. Any Board Member or Central Region Member may host a drive-in workshop
- B. Requests to host a drive-in event must be presented to the Board 90 days in advance for approval and to allow sufficient time to market and provide notification to the membership.
- C. Board approved drive-in events will be subsidized up to the approved amount either by direct payment or reimbursement upon submission of appropriate receipts.
- D. The treasurer will issue payment.

BUDGET

It is the policy of NACAS Central that a budget be prepared and acted on by the general membership before expenditures can be made for a fiscal year. The budget is presented to the membership at the Annual Business Meeting conducted during the Central Region CX Conference.

ADMINISTRATIVE PROCEDURE

Administered by the

Treasurer Budget Timetable

- A. The Board identifies new budget considerations no later than the May Board meeting.
- B. The Treasurer prepares a preliminary new year budget prior to the June Board Meeting.

Board Approved: May 8, 2018

- C. The Board will review and approve the calendar year budget at the June Board Meeting.
- D. The Board approved budget is presented to the Central region membership at the Annual Business Meeting.

FINANCIAL REPORTING

NACAS Central financial records and statements shall be maintained and presented in accordance with generally accepted accounting principles.

ADMINISTRATIVE PROCEDURE

Administered by the Treasurer

CREDIT CARD

The NACAS Central credit card shall be used to pay for as many expenses as possible. The credit card earns miles/points that the region uses to offset other regional expenditures.

ADMINISTRATIVE PROCEDURE

Administered by the Treasurer

CUSTODIAN OF FUNDS

The NACAS Central Board is responsible for the overall safety and security of funds. The Board has delegated day-to-day custodian of funds duties to the NACAS Central Treasurer. This policy shall provide guidance on how to ensure the appropriate security of NACAS Central funds. This policy shall establish redundancy in asset protection.

DUTIES

NACAS CENTRAL BOARD OF DIRECTORS

The Board is responsible for the overall income, expenditures, and security of NACAS Central assets.

TREASURER

The duties of the NACAS Central Treasurer are approved by the Board. In general, the Treasurer is responsible for the allocation and distribution of funds in accordance with Board policies and procedures.

SAFE CUSTODIAN OF FUNDS

GENERAL

The Board shall receive from the Treasurer on a monthly basis an update as to the status of regional funds including current bank account balances and discussion of any notable transactions. At the close of the fiscal year annually, the Treasurer shall provide a year-end report to the Board and the NACAS Central members. This will include a Balance Sheet and Income Statement. The Treasurer will provide a financial update to the NACAS Central members at the National and Regional Conferences.

CUSTODIAN OF FUNDS

Upon request and no less than once per year, the Treasurer shall provide the President and Regional Board with updated balance sheets along with other statements that present the Region's fund balances. The President and President-Elect shall verify that balances on these statements match the appropriate lines on the balance sheets. If there is a discrepancy, the Treasurer shall provide the President and President-Elect with the reason. If the discrepancy is unexplained or unreasonable, the Treasurer and/or

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President and/or President-Elect must notify the Board at the next Board meeting or sooner.

POLICY REVIEW

The Board will review and adjust this policy as needed.

FINANCIAL RESERVES

REGIONAL AND NATIONAL COMMITTEES

REPORTS

It is NACAS Central policy that each Committee Chair or National Committee Member provides a draft report to the President 30 days prior to the Annual Regional business meeting. Reports shall be presented to the membership at the Annual Regional business meeting.

ADMINISTRATIVE PROCEDURE

Administered by the Secretary

COMMITTEE GUIDELINES – APPOINTMENT, LENGTH OF SERVICE, MEETINGS

It is the policy of the NACAS Central Board that established guidelines will be followed when approving regional committee assignments.

The Chair of each regional committee shall be the regional representative to the National committee where appropriate.

Chairs are appointed for the length of time they are on the National committee and may be reappointed for two more years of service, up to a maximum of four years except for the regional Nominating committee chair.

The President shall serve as the regional Nominating committee

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chair.

Committees shall meet formally at the Annual Regional conference and the Annual National conference. All other business shall be conducted by email or telephone.

ANNUAL REGIONAL CONFERENCE

The committee will consist of the President, President-Elect, Secretary, Treasurer Business Partner Liaison, Conference Coordinator (Chair), Directors At-Large and a host city representative

The Conference Coordinator will be the annual conference chair. The Chair will work closely with the committee and keep the Board informed of progress and plans. The Board will provide final approval of program plans for the annual Regional CX Conference.

NOMINATING

The regional Nominating Committee shall be comprised of the President (chair) Immediate Past President and the President Elect.

The regional Nominating Committee shall submit to the Board a slate of candidates 45 days prior to the Annual Regional Conference. At the Annual Regional Conference, the Chair shall circulate to the membership for their consideration the slate of candidates. There will be an election by the membership.

ADMINISTRATIVE PROCEDURE

Administered by the President as Nominating Committee Chair

- A. The Chair of the Nominating Committee shall publish by email to members in good standing, no later than February 1st, an announcement calling for nominations for the open positions. Please refer to the Constitution and Bylaws for terms of office for each

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position.

- B. The Chair shall provide each committee member with a complete list of nominees on or before the first Friday in April. A committee meeting or conference call must be held no later than April 30th to review the nominations.
- C. If there is more than one qualified candidate for each open position, the Committee shall vote on the candidates for each open position, either via email or conference call. Upon selection of one qualified candidate for each open position, the Chair shall contact each candidate to determine willingness and ability to accept the nomination.
- D. The Chair shall submit to the Board a slate of candidates prior to the Annual Regional Conference and no later than May^{1st}.
- E. Upon receiving the slate from the Nominating Committee, the Board of Directors must vote to accept or reject it. If the vote is negative, the Board must state the reason for the rejection and return it to the Nominating Committee for further deliberation.
 - 1. Failure to resolve the issue shall be cause for the President to appoint a Special Committee comprised of two Board members not on the Nominating Committee or directly involved in the issue, and one member of the Nominating Committee.
 - 2. The decision of the Special Committee shall be final.
- F. At the Annual Regional Conference business meeting, the President shall present the slate and provide an opportunity for nominations from the floor.
- G. The President shall conduct the election at the Annual Regional Conference business meeting and be responsible for certifying the election results and announcing the winners.

CALENDAR

JUNE

- Outgoing and incoming presidents discuss relevant issues
- Prepare agenda for Annual Business Meeting (Outgoing President)
- Get a gift for outgoing President and any outgoing Board Members (Incoming President)
- Hold regional conference
- Financial Records Audit for Annual Business Meeting (President coordinate)
- Next year budget preparation (Treasurer)
- Past year financial report (Treasurer)
- Conduct Annual Business Meeting (Outgoing President)
- Share minutes from Annual Business Meeting with region (New President)
- Set first (July) board meeting (New President)
- Update NACAS Central Web Page (New President or Past-President)

JULY

- Prepare agenda for Monthly Board Meeting (President)
- Issue letter to Past-President's superior acknowledging service to the Board (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Set monthly meeting schedule for board meetings
- Set regional conference meetings with conference committee
- Update NACAS Central Web Page (President)
- Conduct new board member orientation (Past-President)

AUGUST

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee
- Update NACAS Central Web Page (President)

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- Work with National to secure regional reception location at NACAS Annual Conference
- Select regional conference city three years out

SEPTEMBER

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (conference Coordinator)
- Update NACAS Central Web Page (President)
- Make reservations for board dinner at NACAS Annual Conference (President)

OCTOBER

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page, Add Regional Conference CX Information (President)
- Prepare Regional President's report for NACAS Annual Business Meeting (see template)
- Host Regional Breakfast Meeting (see template)
- Survey Regional Breakfast attendees for topics of interest and potential presenters (Conference Coordinator)
- Attend NACAS National meetings at conference as required (President, President Elect)
- Solicit bids for regional conference location/hotel three years out (Conference Coordinator)

NOVEMBER

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)

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- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page (President)
- Attend NACAS National meetings at conference as required (President, President Elect)

DECEMBER

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page (President)
- Discuss potential nominees for positions (list due to Secretary April 15th)
- Prepare for February LTM meeting

JANUARY

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page (President)
- Review Policy & Procedures Guide and recommend changes (Past-President)
- Discuss potential nominees for board positions (due to Secretary April 15th President)
- Post call for nominations for officers to regional members by February 1st. (President)
- Prepare for LTM Meeting
- Reserve location for regional dinner at LTM (President) (National office compiles list of attendees in January)
- Review bids for regional conference three years out (Conference Coordinator)

FEBRUARY

- Attend LTM meeting

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- Host regional dinner at LTM (President) (National office compiles list of attendees in early January)
- Reserve time and space for Regional Board meeting at LTM (President)
- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page (President)
- Discuss potential nominees for board positions (list due to Secretary due April 15th President)
- Discuss potential nominees for awards (due June 1st) (Secretary)

MARCH

-
- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page (President)
- Submit nominees for board positions to the board (list due to Secretary due April 15th President)
- Discuss potential nominees for awards (due June 1st) (Secretary)

APRIL

- Nominating committee is notified of nominees on or before the first Friday of April (President)
- Nominating committee meets to finalize candidates no later than April 15th (President) Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page (President)

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- Secretary post list of board position nominees to regional members by April 30 (45 days prior to Annual Meeting)
- Discuss potential nominees for awards (due June 1st) (Secretary)

MAY

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Prepare agenda for June Annual Business Meeting. (President) see template
- Update NACAS Central Web Page (President)
- Finalize award winners (due June 1st)
- Prepare letters to campuses recognizing service of outgoing board members (President)

JUNE

- Prepare agenda for Monthly Board Meeting (President)
- Share minutes from last monthly board meeting with board (Secretary)
- Prepare Treasurer's report (Treasurer)
- Hold regional conference meetings with conference committee (Conference Coordinator)
- Update NACAS Central Web Page (President)
- Outgoing and incoming presidents discuss relevant issues
- Prepare agenda for Annual Business Meeting (Outgoing President)
- Get a gift for outgoing President and any others (Incoming President)
- Hold regional conference (Board)
- Financial Records Audit for Annual Business Meeting (Outgoing President coordinate)
- Next year budget preparation (Treasurer)
- Past year financial report (Treasurer)
- Conduct Annual Business Meeting (Outgoing President)
- Share Minutes from Annual Business Meeting with region (New President)
- Set first (July) board meeting (New President)

MONTHLY BOARD MEETING AGENDA/MINUTES*

*Share the agenda in Word format with the Secretary so that minutes can be recorded in the same format and then saved as “minutes” instead of “agenda”.

**NACAS CENTRAL
Board of Directors Meeting
Tuesday, January 10, 2017
1:00 pm (CT)/2:00 (ET)**

Teleconference Meeting Information Here

Members: Bob Barry, Cheryl Crouch, Julie Copeland, Jim McDermott, Paul Murphy, Ron Portwine, Scott Seagren, Evelyn Shields-Benford, David VanderSloot, Van Vieregge, Hans Weichhart

1. Call to Order
2. Approval of past minutes
3. Treasurer Report
4. National office report
5. President Topics
6. Old Business
7. Regional Conference Updates
8. National Committee Reports
9. Nominations
 - a. Vacancies
 - b. Call for nominations – out in February
 - c. Continuous list of interested people
10. Awards Nominations (due May 15th)
 - a. Regional Mentor
 - b. Rising Star
11. Other Business
12. Move to Adjourn

NACAS Central Potential Volunteers (ongoing list)

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Pat Keenan – University of Minnesota-Duluth

Jay Glatz – Johnson County Community College

Jennifer Keffer - Johnson County Community College

Mitch Borchers - Johnson County Community College

Holly Lutz – Indiana University Bloomington

Jim's campus staff

Matt Soloweski –

Suahil Housholder

Jason Rex Tolliver

Attachments

*Outgoing President presides through most of meeting

**NACAS CENTRAL
Annual Business Meeting
Tuesday, June xx
1:00 pm (CT)/2:00 (ET)
City, State**

1. Call to Order
2. Approval of previous year Annual Business Meeting Minutes
3. Financial Records Audit Report (audit lead)
4. Treasurer Report and Budget Approval
5. Upcoming NACAS Annual Conference information and promotion
6. Next year Central Conference information and promotion
7. National Committee Reports (by regional reps to committees)
 - a. Awards
 - b. Foundation Report
 - c. Professional Development
 - d. Other
8. Outgoing President's Remarks
9. Recognition of outgoing board members
10. Nominations and induction of new board members
 - a. President
 - b. President Elect
 - c. Secretary
 - d. Treasurer
 - e. Past President
 - f. Business Partner Liaison
 - g. Conference Coordinator
 - h. Director At-Large
 - i. Director At-Large
11. Swearing in of new board (see script in attachments)

New President presides beginning here:

12. A look ahead from the new President
13. Other Business
14. Move to Adjourn

Board Approved: May 8, 2018

Swearing in Board of Directors

(Each person repeats as a group)

I <state your name> accept the position of <state position on the Board> and promise to serve the Central Region and NACAS in accordance with the duties of my position. I will commit myself to ethical and honorable behavior in accordance with standards established by NACAS. I further promise that I will fulfill this role to the best of my ability.

Swearing in for Presidential Oath of Office

I <state your name> do solemnly affirm that I will faithfully discharge the duties of the office of President of NACAS Central. I will support the Constitution and By-Laws and adhere to the code of ethics of the Association. I will endeavor to encourage and promote the professional growth of our members and will live so as to reflect credit upon our profession. I will strive to further the best interests of higher education and I will seek to maintain the high purposes of our Association.

NACAS CENTRAL
Regional Meeting
Monday, Oct/Nov xx, 20xx (at NACAS Annual Conference)
8:00 am

*Greeters – board members greet people as they arrive (no greetee, no eatee!)

1. Welcome and good morning
2. Recognitions
 - a. Sponsors
 - b. Board Members
 - c. Past Presidents
 - d. Past National board members
3. Awards (see below for more information/introduction suggestions)
 - a. Rising Star
 - b. Regional Mentor (National will supply plaque)
4. Treasurer report and past regional conference results (treasurer)
5. National office report
6. Ed Foundation presentation
7. Upcoming regional conference presentation
8. Next year national conference presentation
9. Regional reception information (for this conference)
10. Other business and remarks
11. Thank you and enjoy the conference

Regional Rising Star Scholarship

This Award recognizes an individual in an auxiliary service unit or central management organization who has provided excellent services and has demonstrated the ability and desire to excel in the field of auxiliary services management. Candidates must possess the potential to assume progressively more auxiliary management responsibilities. There is one recipient of this award and scholarship per NACAS region. A one-time scholarship in the amount of \$1,000 is provided to recipients to be used to attend the NACAS Annual Conference. This scholarship will be applied to the registration fee, and the remaining funds may be used towards travel and accommodation expenses.

Regional Mentor Award

This award recognizes a member in each region who has shown initiative in welcoming newcomers and promoting/encouraging involvement of members at the regional/national level. This person had demonstrated a commitment to participation at the regional level, rising above the call of duty to welcome new or potential members and promoted involvement in NACAS at the regional or national level.

Board Approved: May 8, 2018

20xx Annual Business Meeting Report
Tuesday, Oct/Nov xx, 11:00 AM ET
(2-4 minutes)

*PowerPoint presentation is a nice touch. Some regions do, some don't. Again, it's a nice touch.

1. Introduction of regional officers:
2. Board Activities and Goals
3. Regional conference highlights for the coming year
4. Status of membership in your region
5. Financial status of the region
6. Any other item you feel is important to share

NACAS Central Conference Scholarship Application Form

Deadline for Applications: April 15, 2017

Central Regional Conference June 11-14, 2016

Purpose of Scholarships

NACAS Central is committed to helping you take advantage of the NACAS Central Regional Conference by offering three scholarships. By providing members with these scholarships, we believe that they will be able to help us “*Explore the Diverse World of Auxiliaries.*” These scholarships for the NACAS Central regional conference have been made possible by the financial support of NACAS Central and the NACAS Education Foundation. It is their way of saying “thank-you!”

General Information

These three scholarships are available to current NACAS Central members who otherwise might not be able to attend this conference. Awards are based on the financial need, membership status, past contributions to the field, and potential to give back to the profession. Scholarships are awarded to cover the full conference registration fee (including most meals), accommodations and transportation only up to \$1500. If you are selected to receive a scholarship, know that you will be responsible for any meals not part of the general conference and any other expenses incurred. Please note that accommodations and transportation must be arranged with a NACAS Central representative.

*Complete the following application and return it to NACAS Central via email. Please email your completed application to the NACAS Central **Conference Coordinator, David VanderSloot at vandersd@gvsu.edu**.*

Applications will be accepted until April 15, 2017. If you are selected, you will be asked to verify your acceptance of the scholarship by the specified deadline of May 1, 2017. If you do not wish to accept the scholarship by the deadline, your application will be offered to others and you will be placed on the scholarship waiting list.

Application Procedure

1. Complete the applicant contact information and application statements and email to:

Board Approved: May 8, 2018

NACAS Central Conference Coordinator, David VanderSloot at *vandersd@gvsu.edu*. The application must be received by April 15, 2017.

2. All applications received by April 15, 2017 will be reviewed by the Scholarship Committee. Applicants will be notified by April 24, 2017.

3. Applicants who have been awarded a scholarship need to accept the scholarship by May 1, 2017 AND must register for the conference by May 8, 2017. If these deadlines are not met, the scholarship will be forfeited.

Applicant Contact Information

Please provide us with the most reliable way to contact you. NACAS Central prefers email communication. However, if you do not have an email address or access to a computer, we will be happy to communicate with you as you specify.

The best way to reach me is by (please choose one):

E-mail Phone

Name: _____

Title: _____

NACAS Member ID#: _____

Institution:

Address:

Phone: _____ Office Phone: _____

Email

Application Statements:

Please identify by answering the following questions about why you are applying for this scholarship and what you will do with the strategies, experience, and knowledge that will be gained.

1. Please explain why you would like to attend the NACAS Central Regional Conference.

2. Specify how you will use the knowledge and experience that you gain.

3. NACAS is about “*The connections that count.*” Please explain what this theme means to you.

Please return the completed applicant contact information and application statement to *NACAS Central Conference Coordinator, David VanderSloot* at *vandersd@gvsu.edu*.



**EXPLORE THE DIVERSE
WORLD OF AUXILIARIES**

NACAS Central CASP Scholarship Application Form

Deadline for Applications: June 1, 2017

Purpose of Scholarships

In support of the Certified Auxiliary Services Professional (CASP) programs, NACAS Central is committed to helping you take advantage of the NACAS benefits by offering three scholarships to offset the costs of certification. By providing members with these scholarships, we believe that they will be able to help us “*Enrich the Campus Experience*”. These scholarships for CASP testing have been made possible by the financial support of NACAS Central and the NACAS Education Foundation. It is their way of saying “thank-you!”

General Information

These three scholarships are available to current NACAS Central members who otherwise might not be able to pay the fees for CASP testing. Awards are based on the financial need, membership status, past contributions to the field, and potential to give back to the profession. If you are selected to receive a scholarship, know that you will be responsible for any travel costs associated with travel to and from a testing sight.

Complete the following application and return it to the NACAS Central President via email. Please email your completed application to the NACAS Central **President, Ron Portwine; report@svsu.edu**.

Applications will be accepted until June 1, 2017. If you are selected, you will be asked to verify your acceptance of the scholarship by the specified deadline of July 1, 2017. If you do not wish to accept the scholarship by the deadline, your application will be offered to others and you will be placed on the scholarship waiting list.

Requirements:

For an application to be reviewed, NACAS members in the Central region must submit:

- The CASP Scholarship Program Application Form (below)
- Proof of successful completion of the exam (CASP certificate)
- Only the individual or institutional organization that paid the CASP fee may be reimbursed for the expense
- Any CASP grants or scholarships awarded to the new CASP designee will reduce the amount reimbursed

Application Procedure

4. Complete the applicant contact information and application statements and email to: NACAS Central **President, Ron Portwine; report@svsu.edu**. The application must be received by June 1, 2017.
5. All applications received by June 1, 2017 will be reviewed by the Scholarship Committee. Applicants will be notified by July 1, 2017.
6. Applicants who have been awarded a scholarship need to accept the scholarship by July 15, 2017. If these deadlines are not met, the scholarship will be forfeited.

Applicant Contact Information

Please provide us with the most reliable way to contact you. NACAS Central prefers email communication. However, if you do not have an email address or access to a computer, we will be happy to communicate with you as you specify.

The best way to reach me is by (please choose one):

E-mail Phone US Mail Fax

Name: _____

Title: _____

NACAS Member ID#: _____

Institution/Company:

Address:

Phone: _____ Office Phone: _____

Email

Date of Exam: _____

Application Statements:

Please identify by answering the following questions about why you are applying for this scholarship and what you will do with the strategies, experience, and knowledge that will be gained. Please limit your responses to no more than one page, and utilize double space and 12 point font.

- Please explain why you would like to attain CASP Certification.
- Specify how you will use the knowledge and experience that you gain.
- Explain NACAS Central will benefit from assisting you in obtaining your CASP certification.

Provide the following information:

- Date of exam(s)
- Date Successfully completed
- Other scholarships or financial support received

I certify I have successfully passed the CASP exam, the information herein is true and accurate, and submission of this application is within one year of the exam date.

Furthermore, I understand that reimbursements may only be made to the individual or institutional organization that paid the initial CASP application fee.

_____	_____	_____
Name	Signature	Date

Check should be made payable to: _____

Check should be mailed to (if different from above): _____

Please return the completed application statement to: NACAS Central **President, Ron Portwine; report@svsu.edu.**

www.nacascentral.org



NACAS Central Connect & Exchange CX Scholarship Award

April 28, 2018

Kim,

Congratulations! Your scholarship application to addend the 2018 NACAS Central Connect & Exchange CX conference in Kansas City, MO, June 24-26 has been approved.

The Scholarship is awarded to cover the full conference registration fee of \$325 (including most meals), accommodations and transportation only up to \$1500. The maximum amount of each scholarship is \$1,825. If you drive your own vehicle to the conference, mileage is reimbursed at the current IRS mileage reimbursement rate, currently 54.5 cents per mile. Please know that you will be responsible for any meals not part of the general conference and any other incidental expenses incurred.

Please note that accommodations and transportation must be arranged for and paid by the scholarship recipient and will be reimbursed by NACAS Central upon submitting receipts to the NACAS Central Treasurer Scott Seagren scott-seagren@uiowa.edu

You can register for the conference and make hotel reservations by visiting the respective links on the [NACAS Central CX Website](#) . Hotel rooms are available Sunday – Tuesday. If you need a hotel room on Saturday evening, the Courtyard Marriott is an alternative property that has rooms available. It is approximately a 9-minute walk to the Downtown Marriott.

I am attaching a copy of the NACAS Central Travel Reimbursement form for your convenience.

DRAFT 5.17

Please confirm acceptance of the scholarship through response to this email by May 4, 2018 and complete registration by May 9, 2018. Given the possibility of the hotel room block at the Downtown Marriott filling up, I would encourage you to make your room reservation as soon as possible.

I look forward to seeing you in Kansas City!

Ron Portwine
President, NACAS-Central