

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)  
BOARD OF DIRECTORS  
POLICY AND PROCEDURE  
(BOD P/P)**

BOD P/P Number:	2016-1	Date Established: January 12, 2016	
		Date Revised:	
Reference:	EC Conference Call	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	Funding Support for Non-ACHA Hosted Conference and Meeting Attendance
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BOD Authority:	ACHA Bylaws, Article VIII, Section I.
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Purpose:	To set forth policy and establish procedures to ensure that the knowledge and information gained by an ACHA member at a non-ACHA hosted educational conference and/or meeting, supported by ACHA funds, extends to the entire membership; to clarify duties and responsibilities of ACHA members attending educational conferences or meetings on behalf of ACHA; and to spell out instructions for ACHA stipends.
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Policy:	<p>During the annual ACHA budget planning process, committee, task force, coalition and section chairpersons shall have an opportunity to request ACHA funding support for attendance at a non-ACHA hosted educational conference and/or meeting that is within the scope of ACHA’s mission (advocacy, education and research). Chairpersons shall submit a brief proposal that details the conference or meeting topic or field, location, program length, and relation to their group’s work on behalf of ACHA. If ACHA funding support is approved, the attending member obligates him/herself to share, promote, or present best practices or discoveries with the ACHA membership.</p> <p>Limit per group (committee, task force, coalition and section) is two conferences or meetings per budget year. The Executive Director shall determine which proposed funding requests to support based on association priorities.</p>
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Procedure:	ACHA supported attendees shall commit to choosing a topic of discussion from the conference or meeting and either: 1) submit a 1,000-1,250 word article to be considered for publication in <i>Action</i> ; 2) submit a webinar request to the ACHA National Office and confirm the date for a 60-90 minute webinar (by self or with co-presenter recruited from conference/meeting); 3) participate in ACHA’s social media efforts by tweeting live from the conference
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	<p>or meeting using the conference/meeting and ACHA hashtags <i>and</i> developing and submitting a 2- to 4-minute video for ACHA’s YouTube channel; or 4) request an alternate arrangement to the ACHA Executive Director for pre-approval.</p> <p>In all instances, the ACHA attendee should relate the importance of the chosen topic to the work of ACHA, and highlight practices, suggested procedures, resources or lessons learned for resolving a common or emerging challenge in the field of college health. ACHA staff will work with the member to ensure completion of the elected option within 90 days of the conference or meeting. ACHA staff will offer guidance on ACHA style and continuing education policies.</p> <p>ACHA members are eligible to receive an educational stipend for attending an approved non-ACHA hosted educational conference or meeting. The member should submit a signed stipend request form and receipts to the ACHA Chief Financial Officer at the national office within two weeks after completing 1, 2, 3 or 4 above. Exceptions to this procedure shall be considered by the ACHA Executive Committee.</p> <p>Attachment: <i>Appendix A: Stipend Procedure</i></p>

Resources:	National Office	Volunteer
Human:	Chief Financial Officer Communications Manager Staff Liaison	ACHA Member Coalition Chair Committee Chair Section Chair Task Forces Chair
Financial:		
Other:		

**AMERICAN COLLEGE HEALTH ASSOCIATION  
BOARD OF DIRECTORS POLICY AND PROCEDURE 2016-1  
*FUNDING SUPPORT FOR NON-ACHA HOSTED CONFERENCE  
AND MEETING ATTENDANCE***

**Introduction**

Board of Directors (BOD) Policy and Procedure 2016-1 has been adopted by the Executive Committee, on behalf of the BOD, to provide guidelines for funding support for non-ACHA hosted conference and meeting attendance.

**Stipend Procedure**

In accordance with the stated policy and procedure, ACHA members are eligible to receive an educational stipend for attending an approved non-ACHA hosted educational conference or meeting. The educational stipend is determined by the length of the conference program (or meeting) only:

- 1 to 3 programming days = \$850 maximum
- 4 or more programming days = \$1,000 maximum

The eligible stipend amount is to be used to cover costs associated with conference or meeting attendance (registration fee, air fare, hotel, meals, ground transportation, etc.). The stipend amount will match the requested dollar amount up to the maximum authorized amount (\$850 or \$1,000). Receipts totaling up to the authorized stipend amount are required for auditing purposes. No additional reimbursement will be offered.