

## **St. Lawrence District Board of Trustees**

### **Events Policy as of April 2007**

1. Conferences, workshops, and other events are expected to be at least revenue-neutral: registration fees are set to cover expected costs for meals, supplies, and presenters' fees.
2. Registration for conferences is handled in the SLD Buffalo office; forms and payment should be directed to that address. Regular updates are provided by email to the conference organizers.
3. Accessibility: District functions should be held in accessible facilities. If the facility is not completely accessible, efforts should be made to accommodate all who are differently-abled. Publicity for events should be specific about the level of accessibility that will be provided.
4. Except by special arrangement with the Board, any proceeds from events revert to the district, where they show as income on the "other program fees" line of the budget. Losses are covered by the sponsoring committee's budget line until it is exhausted, and then by the other district funds.
  - 4.a. Youth conferences are an exception to this policy. The church sponsoring a youth conference handles registration for the conference, and proceeds beyond expenses are split between the sponsoring church and the district.
5. Conference fees, where appropriate, may be covered for district board members or committee members within the limits of that group's budget line.
6. A financial report on a form provided by the SLD office should be submitted by the organizers of any conference within three weeks following the conference.