

23.3 Chapter Events/ Funding Support and Regional Workshops

Policy:

SCWA will provide development support and to sponsor events for members to improve their writing skills and their knowledge of the writing profession. SCWA will provide financial support, as available, to chapters. Chapters are encouraged to identify the development needs of its members and to work with the board to address how these can be satisfied. The board of directors will organize resources and work collaboratively with chapters to conduct or facilitate the delivery of local programs or events.

Procedure:

- Chapters are not authorized to advertise or host an SCWA sponsored event (workshops, training program or related activity) without the expressed, written consent of the SCWA board of directors.
- Chapters are not authorized to apply for, secure or commit funds using the name or non-profit status of the SCWA without the expressed, written consent of the board of directors.
- Event authorization forms will be utilized for formal approval of activities, under the direction of the vice president/events and education or the chapter liaison.
- Chapter leaders are required to satisfy the reporting requirements of the board of directors in order to qualify for financial or other support.
- There are two types of events or support: 1) event support and 2) operating support. An event typically would be intended for members of the local chapter or the general public to conduct a session with an external guest speaker or workshop instructor. Topics must be on writing-related subjects. Acceptable costs include speaker or instructor fees, the rental of a facility or equipment and related expenses to conduct the event. Expenses are limited to \$100/year/chapter and are required to be approved in advance on the chapter event approval form by the chapter liaison, the president or the vice president/events and education and the treasurer.

[SCWA Chapter Event/Support Form](#)

- Members of the chapter are not eligible for payment of fees or services. Participants are not required to pay attendance fees.

Chapters also may apply for funding support for approved chapter regular operating expenses such as the rental of a facility for chapter meetings or for digital/audio meeting subscription costs, such as Zoom or similar services. These expenses must be approved in advance and paid by reimbursement of actual expenses.