

# STMA Chapter Development Fund

Through the generous support of Chapter Sponsors (Gold Sponsor John Deere and Silver Sponsors Syngenta, Stabilizer Solutions and Hunter Industries) and other revenue streams such as the Chapter Affiliation Fee, Chapter Option Fees and STMA funding, the STMA maintains a “Chapter Relations Fund”. Included in that fund are monies earmarked for “Chapter Development”, Chapter Officers Training Session (COTS) at the STMA Annual Conference, correspondence to the Chapters from STMA, web site information, Chapter News in “*SportsTurf*” magazine, use of the trade show booth and conference calls of the Chapter Relations Committee. In fiscal year 2007, each Chapter has \$500 allocated from the Chapter Development Fund to use for a broad range of items and services. The Fund may be used for multiple items (up to \$500 total) or to offset the cost of a big-ticket item.

Loosely defined, the Chapter Development Fund is used “for the enhancement of Chapter Membership through educational programs, improved administration and/or the betterment of the Chapter.”

Examples of Qualifying Expenses up to \$500 maximum include:

- Visits by the STMA Chief Executive Officer, President or other Board Member to a Chapter’s Annual Meeting or Special Event. The fund will cover travel expenses, accommodations, meals and/or per diem.
- Speaker(s) for a Chapter’s educational event. The fund will cover speaker fees, travel expenses, accommodations, meals and/or per diem.
- Procurement of office equipment such as personal computer (desk top or lap top), printer or copier.
- Procurement of software such as Microsoft Office, various databases for tracking membership, Adobe Writer, and Newsletter development.
- Registration of a web address and/or annual fees associated with it and/or procurement of an additional Chapter Web Page(s) on the STMA website. The STMA provides each Chapter with a single page as part of the Chapter Agreement.
- Procurement of mailing lists such as state High School Leagues, state Colleges, state Parks and Recreation societies or state Turfgrass Associations to disseminate Chapter information.
- Procurement of a Chapter Banner and signage.
- Development of a Chapter Logo.
- Printing expenses for the Chapter Newsletter.
- Mailing expenses of Chapter Membership packets, Newsletter, etc.

- One night of accommodations or other travel expenses for a Chapter Representative to attend Chapter Officers Training (COTS) at the STMA Annual Conference.
- To support of a Chapter Student Turf Challenge Team(s) at the STMA Annual Conference with expenses such as travel, accommodations, and meals.

Examples of Unqualified Expenses:

- Salaries for Chapter Administrative Assistants.
- Procurement of resale items.
- Procurement of apparel for Board of Directors or other Chapter Members.
- Used in lieu of the Chapter Affiliation Fee.

## **PROCESS**

The Chapter *must* be “in good standing” to qualify for the Chapter Development Fund.

- Chapter President applies for funds with a Chapter Development Fund Application. Deadline for submission(s) is November 1. A separate form is required for each request.
- Form is submitted to STMA headquarters electronically, fax or mail.
- STMA reviews the application to be certain that the expense lies within the realm of Qualified Expenses, approves or denies the application, and issues a check to the chapter.

# Chapter Request for Funds Form

Chapter Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Chapter President's contact information:

President's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Amount of Funds Requested (itemize for more than one request): \$ \_\_\_\_\_

Briefly explain the reason for the request(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Chapter Relations Committee Use Only:**

Date received: \_\_\_\_\_

Date approved: \_\_\_\_\_

Date declined: \_\_\_\_\_

---

Fax or mail form to STMA, **Attn: Kim Heck**  
(f) 800-366-0391 or  
STMA, 805 New Hampshire St, Ste E, Lawrence, KS 66044