Procedure for Sun Region Education Grant 2017

Sun Region has authorized a total of $2000 for 2017.

The minimum number of students is 10.* Once you reach 10 registered students, you may begin the application for the grant process. However, if you do not have 20 students, you are still required to advertise within the region as stated below.

If by the Fall Sun Region meeting all of the $2000.00 not been spoken for, chapters can request a second grant. All grants will be awarded on a first-come, first-served basis, after the GCC, workshop, or other educational event has been conducted. If you are doing two events in one year and you wish to be able to apply for a second grant, please follow the procedures below when setting up the GCC/workshop/education event.

Decide which GCC, workshop, or other educational event your chapter wants to offer to its membership. *Educational events other than a GCC or workshop must be pre-approved by the Sun Region board before proceeding if you wish to receive grant money for the event.* Please refer to the appropriate section below.

GCC or Workshop

Collect registration commitments within your chapter. If you have 20 registrants for a Workshop or 21 registrants for a GCC (20 + 1 group leader) follow this procedure.

1. a) For GCCs: Send for, and complete, the paperwork from National. Please read registration process instructions carefully. These instructions can be found on the EGA website or in the Education catalog. The completed "GCC Registration Request Form" in the Education catalog should be sent to National headquarters. National headquarters will return a separate Registration form which will include additional instructions. The chapter must submit a copy of a complete Registration (not the EGA Registration Request) form to the region education chair, who will forward all paperwork to the region treasurer. (This grant process is completely separate from the GCC registration process with national.) The chapter remains responsible for all required communications with the teacher.

b) For workshops: Submit a copy of the signed teacher contract to the region educational chairman. She will forward everything to the region treasurer for reimbursement. If for any reason the workshop is cancelled, the chapter has 60 days from the day of cancellation in which to return the grant money.

2. If your chapter does not get the required number of registrants (20), then notify the Region Education Chairman who will see that your workshop or GCC is advertised on the

region website and elsewhere for two months. Please provide a contact email address for the advertisement. (If you chapter is offering a GCC and you have at least 10 registrants, it's appropriate to begin your National headquarters paperwork process when the advertising .period begins.)

3. At the end of two months or when registration reaches 21 whichever happens first, follow the procedure above.

Note: A chapter whose GCC or workshop/educational event has fewer than 10 in chapter registrants, may advertise their choice on the region website for longer. The advertisement will remain on the website until it attracts 10 registrants or is withdrawn by the chapter or the region exhausts its grant authorization.

Please allow 6 weeks for paperwork to be processed

Please note that for 2017 the region board may allow smaller chapters to proceed with less than 10 members signed up. This will be considered on a case by case basis, and only after the minimum two month advertisement period has been completed.

Also new for 2017 is an application form to be sent to the Education Chairman for tracking purposes. This form will help make sure that all of the required paperwork is being done and submitted. See below. This form must be sent to the SR Education Chair.

Other Educational Events

1. Decide which educational event your chapter wants to offer to its membership. *This must be pre-approved by the Sun Region board before proceeding. Please note that this grant is not to be used for chapter programs.*

2. Collect registration commitments within your chapter. If you have 20 registrants for an educational event: submit a copy of the signed teacher contract or other documentary evidence for an educational event to the region educational chairman to receive a grant check for $200.00. If for any reason the workshop/educational event is cancelled, the chapter has 60 days in which to return the grant money.
3. If your chapter does not get 20 registrants, then notify the Region Education Chairman at education@sunregionega.org who will see that your educational event is advertised on the region website and elsewhere for two months. Please provide a contact email address for the advertisement.

4. At the end of two months or when registration reaches 21 whichever happens first, submit a copy of any signed contract or other documentary evidence to the region educational chair. Note: A chapter whose educational event has fewer than 10 in chapter registrants, may advertise their choice on the region website for longer. The advertisement will remain on the website until it attracts 10 registrants or is withdrawn by the chapter or the region exhausts its grant authorization.

Please allow 6 weeks for paperwork to be processed

Education Grant Application Form

Chapter Name_____

Date_____

What are your registering for

GCC

Workshop

Educational Event- has it been approved by the Sun Region Executive board?

Name of Event_____

Proposed start date_____

How many people do you have signed up?_____

Name, email address and phone of contact person_____

_____

_____

Send to Education Chairman at education@sunregion.org or mail to

Deby Talley

753 Sybilwood Circle

Winter Springs, FL 32708

407-696-7130

Checklist for Education Grants:

Date received_____

Event_____

Chapter Name _____

Contact person_____

Advertised on website_____

Started class_____

Received completed teacher contract and list of students_____

Completed info sent to Region Treasurer_____

Check mailed_____