

IDGS OUTREACH EXPENSE REIMBURSEMENT GUIDELINES

Outreach Expenses

Types of expenses that will be covered by IDGS upon approval of an Outreach project:

- Art Supplies
- Gourd cost
- Printing, if handouts are provided at Outreach event

Below is a list of expenses that will not be covered through the IDGS Outreach program. This list is not meant to be a complete list as program is evolving and changes are expected.

- Food
- Gas/Mileage
- Lodging
- Insurance
- Teaching fees

At this time, it is not expected that IDGS will reimburse for venue rental, but requests will be considered by the IDGS board on an individual basis.

Outreach Funding Request

To ensure adequate funding for Outreach events, requests must be submitted in advance. To initiate the funding process, a member must complete and submit the IDGS Outreach Application to the board for approval. Please send applications to Karo Fraizer at lemonsandsangria@gmail.com or provide hardcopy in person. If Karo is not available you can also provide to Christy Pletcher or an board member. Prior to submitting an application, please check with the Organization to see if they have funds available for supplies. The application form is available on the IDGS's website.

Funding Request Approval

Upon receipt of the Outreach application, the board will review the project, assess the estimated expenses, and seek clarification as needed. The application will be reviewed at the next regularly scheduled board meeting. If a quicker decision is required, a simple majority vote can be conducted via email to expedite the approval process. Following the vote, a board member will promptly inform the applicant of the board's decision.

Process to Obtain Expense Reimbursement

To obtain reimbursement for approved expenses, the member will need to complete an IDGS expense voucher and submit it with corresponding receipts to the IDGS treasurer. The IDGS expense voucher is located on the IDGS website under Resources/Documents. Please clearly indicate on the expense voucher that the expenses are for the Outreach Program. Expenses need to be submitted within 30 days of the event.

Member Expectations

1. If possible, ask attendees at your outreach if they want to be sent an email reminder of our Gourd festival in fall. Provide a list with name and email addresses to the Outreach coordinator who will track this in our outreach spreadsheet.
2. To help all members learn from each Outreach experience we would like to see the volunteer member share how their Outreach project went at our monthly meeting. Include a little about the project; what worked well and what they would do differently next time.
3. To ensure members who cannot attend the IDGS monthly meetings stay informed about our Outreach projects we ask that the volunteer member write a brief article about the project and send it and any pictures to Karo Fraizer for inclusion in her Karo's Shards publication. Karo appreciates it when names are included for each picture. Her email address is lemonsandsangria@gmail.com
4. Update the IDGS coordinator with the final count of individuals that attended your Outreach.

Leftover Outreach Supplies

If any supplies remain after an Outreach project, please return them to an IDGS Board member cleaned and ready for the next project. The Board will then determine whether the supplies can be saved for future Outreach events or donated to Gordy's Goodies or the Gourd Store.

Board Expectations

The Board will assign individuals to act as coordinators for the Outreach program. At this time Karo Fraizer is the point person for members with Christy Pletcher as backup. These individuals will be the point of contact for members applying for Outreach reimbursement. The Outreach coordinator would also maintain a spreadsheet that will track Outreach total number of participants for each Outreach event and a list of those who want to receive an email reminder of the IDGS festival.

The IDGS treasurer will enhance expense reporting so outreach expenses can be identified and reported on at year-end.