sOur subsidy form has been updated to include a link to our NFB Code of Conduct. When completing the subsidy form, please follow the link to the Code of Conduct, read it and make sure you indicate on our subsidy form that you have read and agree to it. I am including the information in this email as well as an Word attachment.

**NATIONAL FEDERATION OF THE BLIND OF CONNECTICUT**

**NATIONAL CONVENTION & WASHINGTON SEMINAR**

**GUIDELINES AND PROCEDURES FOR SUBSIDIES**

**UPDATED 5/2019**

·       Persons seeking financial assistance to help with National Convention or Washington Seminar expenses should tell their chapter president.  If there is no chapter in their area, contact a state officer or director, or call our community outreach office. Members who wish to receive a subsidy must register ahead of time.

·       Chapter presidents, directors and officers will forward the request to the subsidy approval committee, with an opinion on whether or not the person qualifies for our assistance.

·       Their recommendations will be based on these guidelines:

-Non-first-timers must be paid-up members of their chapter.  If we don’t have a chapter in their area, they must be members-at-large.

-Members must have made a consistent contribution to our movement over the past year.

·       We will subsidize a family member of first-timers when approved by the affiliate president on a case-by-case basis.

·       We will subsidize a blind child and one parent or authorized guardian.

·       If a couple (parents of a blind child) wants to attend without the child, we will subsidize one parent.

·       We will not subsidize those who received our assistance last year, but failed to meet our attendance requirements.

·       The subsidy approval committee will make the final decisions on subsidy eligibility after getting advice from chapter presidents and other leaders.  The committee may only be able to distribute a limited number of subsidies based on the financial situation and needs of the affiliate.  Not all qualified and recommended applicants may receive a subsidy.  Applicants should also consider seeking support from their local chapter or an appropriate division; the ability of an applicant’s chapter or division to assist may be a factor in the subsidy approval committee’s decision-making.

·       People must submit receipts for covered expenses within 30 days of return. Receipts must be individualized; if sharing a room, the bill must show what you paid. The same is true for airfare, food and all other expenses.

·       Subsidy advances will only be provided in extenuating circumstances.  In such extenuating circumstances subsidy advances will in most cases be in the form of the affiliate covering an expense required in advance directly such as purchasing an airline or train ticket for a recipient or making a hotel deposit.

**National Convention Guidelines:**

Subsidy recipients must attend all convention sessions and one other meeting (such as a division, board of directors, resolutions committee, or the banquet)or contribute in other ways to the well-being of our movement, such as child care, NFB of CT exhibit hall table or hospitality. Chapter presidents are responsible for monitoring the convention session attendance of the people in their chapter.  The state president will appoint an attendance monitor for first-timers who are not associated with a chapter and for members-at-large.  The chapter president and the attendance monitor will report abuse of our attendance guidelines to the president as quickly as possible.

**Washington Seminar Guidelines:**

Subsidy recipients must attend all Gathering In meetings and assigned legislative meetings.

**National Federation of the Blind’s Code of Conduct:**

Please read and agree to the National Federation of the Blind’s Code of Conduct. It can be found at <https://www.nfb.org/about-us/history-and-governance/code-conduct>

**NATIONAL FEDERATION OF THE BLIND OF CT**

**REQUEST FOR SUBSIDY**

**NATIONAL CONVENTION OR WASHINGTON SEMINAR**

I am applying for a subsidy for the

\_\_\_\_\_National Convention

\_\_\_\_\_Washington Seminar

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

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

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

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

I am involved with the NFB of CT by one or more of the following:

\_\_\_\_Chapter Meetings

\_\_\_\_Member-At-Large

\_\_\_\_Outreach Tables

\_\_\_\_CT Association of Blind Students

\_\_\_\_CT Association of Guide Dog Users

\_\_\_\_NOPBC

\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If I am accepted, I will turn in my receipts, totaling over the amount the affiliate has awarded for that year (airfare, hotel, etc), within 30 days of returning.

\_\_\_\_\_I agree to abide by the rules that are attached.

\_\_\_\_\_I also have read and agree to the National Federation of the Blind’s Code of Conduct.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_