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# **Annual Conference and Winter Institute Policy**

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## **1. Annual Conference**

### **1.1. Student Rates**

- 1.1.1. Students shall receive a reduced conference rate for registration. The Board will determine this rate when it sets the Annual Conference registration fees each year during the annual budget process.

### **1.2. Cost**

- 1.2.1. The Annual Conference shall be planned to have a positive cash flow to the Association.
- 1.2.2. Funds raised for the Annual Conference will be used to support the Annual Conference and fulfill the private fundraising consultant contract.

### **1.3. Net surplus from the Annual Conference may be used to balance the annual budget.**

### **1.4. Annual Conference Sponsorships and Vendor Selection Process**

- 1.4.1. The Board of Directors may contract with a private fundraising consultant to manage the sponsorship and vendor selection process.
- 1.4.2. The Board of Directors will approve exhibitor and sponsor guidelines.

### **1.5. Conference Host**

- 1.5.1. Staff will maintain a current list of hosting districts.
- 1.5.2. The Host Committee Chair will be the District Director of the hosting district.
- 1.5.3. Prior to the year a district is the host, the District Director will be given the requirements for hosting.

## **2. Winter Institute**

### **2.1. Attendees at the Winter Institute**

- 2.1.1. The Winter Institute is designed to be an interactive workshop for FCCMA's full membership.
- 2.1.2. FCCMA past presidents who are now corporate members of the Association may attend.

### **2.2. Winter Institute Sponsorships**

- 2.2.1. The Board may contract with a private fundraising consultant to allow sponsorships at the Winter Institute.
- 2.2.2. Sponsor attendance is limited to 10 attendees. Sponsorship opportunities will close once the fundraising goal has been reached, which may result in fewer corporate attendees overall. When possible, only one individual from each

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sponsoring company may attend the Winter Institute.