



Planning Process

Budgets

Committee and Region budgets will be drafted by APRA Treasurer and Executive Director and approved by the Board of Directors at the first meeting of the year.

All APRA sanctioned events must be self-sustaining and cover all expenses for any workshop, conference or event hosted using 110% cost recovery guidelines, PLUS meet the following revenue requirements:

- Use the Budget Proposal Form to guide your budget planning.
- When setting fees for your events, use the minimum goal of 110% cost recovery; this helps cover administrative fees incurred by the association (i.e. website, credit card processing fees, on-line registration fees, liability and Directors and Officers Insurance, staff time).
- Non-member rates must be a minimum of 25-50% higher than member rates.
- All requests for payment from APRA must be submitted on the official Check Request Form and must include the required documentation (i.e. receipts, invoices, etc.).
- The fiscal year ends on December 31 annually, requests for reimbursement must be made before this date.
- Activities must meet budget goals and be approved prior to any funds being allocated for special use.

Allowable Expenses

While most expenses are allowed to complete your event/activity/training, there are some that are not permitted. APRA does its best to accommodate all of the work the committee or regional reps do and be as flexible as possible. However, there are some expenses that are NOT ALLOWED and will not be reimbursed.

Please beware of the following restrictions while completing your annual budget planning.

Without prior approval from APRA, the following expenses will not be reimbursed:

- Travel Expenses;
- Meals for Meetings;
- Alcoholic Beverages;
- Mileage to and from Meetings or Events.

Participation in APRA is voluntary. In many cases the above expenses can be written off on individual income taxes and volunteer related expenses. Contact the Executive Director to provide justification and request an exception to these restrictions.

APRA recommends finding corporate sponsors to offset the cost for events.

If applying for scholarship money to coordinate an event the 501c3 arm, APRF, will allow you to use them as a pass through for collecting money. Prior arrangements will need to be made with the APRF Board Chair, Bryan Hughes.



Registration Requirements

Registration Guidelines for Events

- ANY transaction that includes money MUST be collected via our secure on-line registration system. This includes:
 - Attendee registrations
 - Ticket Sales
 - Vendor / Exhibitor registrations
 - Sponsorships
- On-site registration may be available if requested in advance
 - Onsite registration will incur a standard 10% higher fee
 - Please contact the APRA office to set up using our secure service onsite at your event
 - Onsite registration must be paid via this online system; checks and/or cash may not be collected onsite unless APRA staff is present.
 - Contact APRA if cash collection is the only option. These requests are handled on a case by case basis and require approval of the Executive Director.

Payment and Refund Policies

Payment Requests

You have three options for having expenses paid:

- *Option 1:* Pay the expense yourself and request a reimbursement using the request for payment form. Please include original receipt and use the appropriate account name for payments to be coded properly.
- *Option 2:* Have an invoice sent directly to the APRA office to be paid. Invoices must include the event/activity name and contact so the expense can be coded to the correct account.
- *Option 3:* Request that APRA pay your invoice using a APRA credit card. Please contact one of staff to set up this payment option and give notice of at least 5 Business Days.
- NOTE:
 - Remember, the fiscal year ends on December 31 annually.
 - For reimbursement and invoice purposes, checks are written on the 1st of each month. Be sure to plan around this time frame.

APRA Refund Policy

Cancellation Policy for all events and activities, unless otherwise noted in the registration

- Cancellation made 10 days prior to event date will receive a refund less 25% admin fee
- Cancellations made past the 9 business days prior will not be eligible to receive a refund. Substitution can be sent in place of the original registrant if notification is made in writing 2 days prior.
- **All cancellations or registration transfers are required to be sent in writing to the APRA office - admin@azpra.org**
- Phone cancellations will not be accepted.



Speaker or Presenter Compensation

(Prior approval by APRA Program Chair and Executive Director Required):

- Mileage may be paid at the current IRS approved rate.
- Meal expenses may be paid as outlined by current per diem rates.
- Airfare reimbursement will be coach rate unless the Board approves special circumstances.
- Lodging may be provided as applicable.
- Advance payment of speakers and other expenses must be approved by the Event Chair and/or the Executive Director.

Contractual and Exhibitor Agreements

Contractual Agreements

All contractual agreements with other parties for service, facility use or materials, must be reviewed and signed by the APRA Executive Director. No other person has the authority to sign contracts for any services, facility usage or materials. This protects you and your agency!

APRA Staff is Here to Help You!!!

How we can help...

The following services are offered to all APRA regions and committees. Membership fees and event revenues help offset the cost of these administrative services.

Event Management

The APRA office will set up, receive & process your event registrations online, provide you with registration lists and CEU forms. Promote via email blasts any events or trainings. Ensure you have the proper insurance needed for the event. We can even help you other logistics such as purchasing food or supplies– just ask!

Website / Social Media

We'll post APRA related information on our website and on the APRA social media pages. Items we post include (but certainly are not limited to...): registration links, meeting minutes, upcoming events, send post event surveys, etc. We'll post it if you send it to us!

Dedicated Regional Pages

Each Region has a page dedicated to your area. You will have access to post but if you are having problems or just need staff to help we are happy to do so.

Monthly Newsletter

We send out a bi-weekly e-newsletter to all APRA members. We can include information on your upcoming events and meetings. The newsletter goes out bi-weekly so information must be received a week prior. Again, we will list it, if you'll let us know about it!

Member Spotlight

We would like to create a "Member Spotlight" section in the Quarterly Magazine. It's a great way to highlight someone who goes above & beyond for your committee or task force! The Quarterly Magazine is also a great way to share your knowledge. Consider being 'published' and write us an article! Check in with APRA Staff or the Marketing Chair on the upcoming deadlines for submission.



Member Lists

We have the most up-to-date list of APRA members and what region they wish to participate in. Please use OUR list for all your correspondence! We can send you a list in excel format, or send out the correspondence on your behalf.

Zoom Video Conferencing and Conference Meeting Line

We have a subscription to Zoom Video Conferencing for meetings and trainings. We also have a Toll-Free Conference Line available. If you are interested in hosting a video chat using this video conference service, just let Samantha know at least 7 days in advance and she will help you get started. The conference line is available anytime by calling into this number: (605) 475-4850 Code#340243

Surveys and Evaluations

Our online system has many powerful features to help you reach members. Contact the office to set up member survey or post event survey.

Square Reader

Square credit card readers can be checked out and used at your events and programs that require payment or donations on-site. This must be coordinated with the office a minimum of 10 days prior to your event.

Supplies and Space You Can Use

- We own 1 **LCD Projector, APRA Banner and table cover, conference phone** and you are free to borrow at any time for APRA related events. Just call and check on availability.
- Our back room is full of **file boxes** ready for you to fill up! Don't lug around old APRA documents you'd like to keep... store it here! We just ask that you come with the 'stuff' and file it away.
- The APRA Office is located inside of the North Mountain Visitor Center, we have access to three meeting rooms and this space can be used to host meetings, events and trainings. Rooms are required to be book ahead of time with the NMVC staff so please email Samantha or Carey if you would like to schedule a room.