
VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES

Commonwealth of Virginia

Board Policy 4.0: Financial Sponsorship of Board Members

It is the policy of the Virginia Board for People with Disabilities to increase Board member visibility in our programs and efforts, including our Sponsored Programs, Adopt a Grant programs, and in policy initiatives, task forces, and workgroups in which the Board is a participant or should be. The following sets forth the criteria for financial sponsorship of Board members at Board sponsored and non-Board sponsored events.

I. Criteria for Sponsorship in Board Sponsored Activities

Board members are encouraged to participate in Board sponsored activities such as Partners in Policymaking Sessions, graduations, the Youth Leadership Opening Ceremony, and Capital Day. These are not mandatory meetings but rather invitations to participate. The following guidelines will apply to reimbursement of such activities.

- A. Board members who have been asked to or have volunteered to participate in a Board sponsored function, in their official capacity as a Board member, (i.e., acting as a facilitator at Youth Leadership Forum workshops, visiting an adopt a grant program, participating in grant review meetings, etc), are eligible for reimbursement for their travel expenses as per the state travel regulations. Payment for overnight accommodations requires justification.
- B. Board members desiring reimbursement for travel expenses at optional events, such as the Partners in Policymaking graduation, the YLF Opening Ceremony, or Capitol Day, as examples, should submit a request to the Director at least 2 weeks in advance of the event, requesting Board sponsorship, including a justification for any overnight accommodations that may be required, i.e., if due to distance the individual must travel the day before. Reimbursement for attendance at these types of functions will be considered on a case by case basis. Decisions will be made based primarily on: the availability of funds; the number of individuals requesting Board sponsorship for the event; and whether the individual has been recently sponsored to attend a Board event.
- C. Attendance of Board members as guests at Partners in Policymaking Sessions will generally not be reimbursed unless the Board member is a presenter at a session. However, Board members can request reimbursement for attendance if they are participating in order to receive specific training that will directly affect their ability to carry out their Board member responsibilities. If this is the case, the Board member should follow the instructions above, relating to attendance at non-Board

sponsored events. Otherwise attendance will be at the Board member's personal expense.

- D. All requests for reimbursement should be sent to the Director, who will, in coordination with the Board Chair, as appropriate, make a decision and notify the Board member.
- E. It is important to note that Board members who attend an event and request reimbursement retroactively will be subject to the same provisions above and may not be reimbursed if the criteria for Board sponsorship are not met.

II. Criteria for Sponsorship in non-Board Sponsored Activities

- A. Requests for financial sponsorship of a Board member at any activity other than a Board meeting or other Board sponsored event-must be made as far in advance as possible but at least 2 weeks prior to the event.
- B. The request should be sent to the Director and include the following information:
 - 1. How the event relates specifically to the work of the Board and the areas of emphasis in the Board's state plan, or the committee to which the Board member is assigned.
 - 2. How the Board member intends to report back to his/her Committee and the Board staff, the outcome of the activity and its value to the Board. (For instance, Board members may provide follow-up information/materials, write an article for the Board's newsletter and/or a brief recap of the event at a Board meeting depending on the nature of the event.)
 - 3. The cost of the event, including registration fee, anticipated travel costs, whether overnight accommodations are necessary (justification for overnight required). Cost figures should not include projected costs for any reasonable accommodations required in order to participate in the event as these have no bearing on sponsorship decisions. Anyone approved for Board sponsorship at an event, per the criteria set forth, will of course be provided the reasonable accommodations needed for effective participation.
 - 4. Any other relevant information that would assist the Director and Board Chair in determining appropriateness for Board sponsorship.
 - 5. Whether the Board member has been sponsored at any other events/activities within the last quarter (this is not an automatic rule out for attendance but will be taken into account to ensure there is equal opportunity for all Board members to participate in Board sponsored activities.)
 - 6. Whether, if the Board member is employed in a disability related job, the event is related to the Board member's work, i.e., the Board will not sponsor Board members to attend events or participate in activities that is directly related to their job and which they would likely attend any way.

- C. Following receipt of this information, the staff will determine whether sufficient monies are available to support the Board member. The Director will then consult with the Board Chair, as appropriate to determine whether sponsorship is appropriate based on the criteria above and the Director will communicate that decision to the requesting Board member.

Adopted by the Virginia Board for People with Disabilities

Date: 3/26/04