

2023 Region One Assembly Representative Support Funding

Instructions and Application Form

**Does your Intergroup want to send your Representatives to the Region One Assembly?
Not sure you have enough money to do that? Help is here!**

Region One has funds to help intergroups send their Representatives to Region One Assembly October 11-12, 2023. The Budget, Finance, and Delegate Support (BFDS) Team oversees the process and recommends support amounts to the Region One Board. If you would like help so your Intergroup can have a voice in Region's decisions and benefit from Assembly workshops and connections, please fill out an application and **submit it to the Region One Treasurer by July 15, 2023.**

Instructions:

1. Review the application and collect the information needed to fill it out.
2. Fill out the application and send it in, one of two ways:
 - By mail - Region One Treasurer/BFDS Team, P.O. Box 23235, Tigard OR 97281 USA
 - By email - bfds@oaregion1.org
 - All applications must be received by midnight on **July 15, 2023**. These applications will be acknowledged by email or phone call.
 - In the spirit of Seventh Tradition self-support, it is requested that--where feasible--each applicant intergroup provide some portion of the Representative expenses from their available treasury, and/or offer to conduct a fundraising event within their larger service body to help defray their Assembly Representative expenses.
3. The BFDS Team will make funding recommendations to the Region One Board based on the following priorities:
 - Help Intergroups that have never sent a Representative to Assembly.
 - Help Intergroups that have not sent a Representative to Assembly in the last five years.
 - Then help other Intergroups needing financial assistance to send Representatives to Assembly.
 - Intergroups may send more than one Representative, however. *(See Region One Bylaw Section 4 on Region One Representatives at the end of this document.)*
4. After Region One Board approval, the Treasurer will notify the Intergroups of approved Representative Support funding by **August 15, 2023**.
5. Distribution of Funds:
 - After Assembly: The Representative will turn in an expense report and all receipts to receive reimbursement for costs up to the amount of approved funding support. Funds may only be reimbursed for costs incurred during Assembly (not Convention) and travel to and from Assembly.
 - Advance of funds before Assembly: Advance payments may be made only by special arrangement. Preferred method of payment is reimbursement with associated receipts.

Questions? Email bfds@oaregion1.org or call Lauren at 250-415-7178 (BC).

Budget, Finance & Delegate Support Team:

Lauren N., BFDS Chair, Vancouver Island Intergroup, BFDS@oaregion1.org
Carrie., Region One Treasurer - Treasurer@oaregion1.org
Sue B., Lake Country Intergroup, , BFDS@oaregion1.org

2023 Region One Assembly Representative Support Fund Application – page 1 of 2

Our intergroup requests assistance from the Region One Representative Support Fund to send a Representative to the Region One Assembly in Seattle, WA, October 11-12, 2023

Intergroup Name	Intergroup Number
Intergroup Mailing Address	# of Groups in Intergroup
Contact Name	Contact Telephone
Contact Mailing Address	Contact Email
Representative Name	Representative Telephone
Representative Mailing Address	Representative Email
Does the Representative understand they will be assigned to a Region One Project Team, and that this commitment continues for one year following the Assembly?	
Has your Intergroup ever sent a Representative to Assembly? If yes, when was the last year you were able to send someone?	
How many representatives are you sending to the Assembly from your Intergroup? Are the requested funds for your primary or secondary representative?	
Is there anything else we should consider in your application? (use additional sheet if needed)	
Intergroup Board Officer Signature and Title	Date

Please continue on the next page.

2023 Region One Assembly Representative Support Fund Application – page 2 of 2

Intergroup Name

ESTIMATED EXPENSES TO SEND A REPRESENTATIVE TO ASSEMBLY: (please use U.S. Dollars)

Airfare <u>or</u> round-trip mileage to/from Assembly @ \$0.14/mile (circle airfare or mileage to indicate basis of cost estimate)	\$
Round-trip mileage to airport @ \$0.14/mile	\$
Long-term parking	\$
Transportation to hotel	\$
Hotel (maximum \$195*)	\$
Food (maximum \$100**)	\$
Assembly registration fee (\$55)	\$
Other (please itemize below or attach additional sheet)	\$
TOTAL EXPENSES	\$
Less amount contributed by the Intergroup for one representative	\$
Amount requested from Region One Representative Support Fund	\$

* the lodging amount is based on the Representative sharing a room with at least one other person. If the Representative chooses to room alone, he/she is responsible to pay the difference between the cost of a single room and half of a shared room.

** the estimated cost of meals for two days is \$100. Thursday luncheon is included in the Assembly fee.

All applications must be received by midnight on July 15, 2023.

Mail to: Region One Treasurer/BFDS, P.O. Box 23235, Tigard, OR 97281 USA

Email to: bfds@oaregion1.org

Intergroups will be notified by August 15, 2023 of funding Region One is able to provide.

Region One By-Laws on Region Representatives

Section 4 – Representatives:

- A. Each Intergroup is entitled to one (1) Representative for up to the first ten (10) groups it represents and one (1) for each additional ten (10) groups or any fraction thereof. An intergroup may also select Alternate Representatives.
- B. An unaffiliated group may select 1 Representative and 1 Alternate.
- C. Representative(s) and Alternate(s) shall be selected and names forwarded to the Region One Board at least ninety (90) days before the annual Assembly.
- D. Member Intergroups and unaffiliated groups must register their Representative(s) and Alternate(s) with Region One.
- E. If an Intergroup does not select its Representative(s) and Alternate(s) or fails to forward their names to Region One as required in paragraph B, above, such Representative(s) and Alternate(s) may appear with evidence of their due selection. If that evidence is deemed credible by Region One Board, such Representative(s) and Alternate(s) shall be seated.
- F. The primary responsibility of the Region Representatives at the annual Region One Assembly is to represent their Intergroups and to report back to their Intergroups on actions taken at Assembly.