Region 4 Operating Principles.

In keeping with the NACADA bylaws and the NACADA Regional Chairs Handbook, the Regional Division has developed the following set of guidelines to assist in the Regional Steering Committee structure, elections and meetings. **Italicized information can be individualized for each region's needs**; however, all other information must be included as stated in the template below. Additional information under each category may be added by the region; however, it cannot conflict with NACADA bylaws or the region handbooks.

Operating Principles for Region 4

1. Mission and purpose

NACADA Mission: NACADA promotes student success by advancing the field of academic advising globally. We provide opportunities for professional development, networking and leadership for our diverse membership

The Purpose of the Region: The Region's purpose is to support NACADA's mission by facilitating professional development activities, networking opportunities, leadership development, and member recruitment and service for the membership within their geographic area.

The regions propose activities to support academic advisors, faculty advisors and advising administrators within their geographic regions. Region members conduct annual region conferences, state, province, or area drive-ins, promote NACADA membership and develop programs which fit the needs of their specific region.

Region Chairs, working with their steering committees, lead the functions of the regions. The following operating principles outline the responsibilities of the Region Steering Committee in accomplishing the work of the region and supporting NACADA's mission.

2. Membership

a.   Region **4** membership includes NACADA members from Alabama, Florida, Georgia, Mississippi and Caribbean.

b.   Region leadership is comprised of the Region Chair and the Region Steering Committee.

c.   Membership meetings will be conducted twice annually at the region conference and at the annual conference.

d.   NACADA annual membership dues cover membership in the Region.

e.   All NACADA leaders must be NACADA members

3. Diversity (Inclusion) Statement

The Region supports the NACADA Diversity statement which is located at
http://www.nacada.ksu.edu/About-Us.aspx. (4/11/2017)

4.   Review of Operating Principles

The Region operating principles must be reviewed at least every three years to be current with the NACADA mission and goals.

5.   Amendments of Operating Principles

Amendments or other changes to the operating principles can be submitted by any member of the region, including current Steering Committee members, according to the following guidelines:

- Amendments must be submitted **two months prior to the Regional Conference** each year for initial consideration by the Regional Steering Committee at their Spring Meeting.
- If the Steering Committee initially supports the change, those changes will be put to a vote, using the online voting system used by the Executive Office, by the current members of the Region via electronic announcement to members on the website and via email.
  - This vote is expected to take place as soon as possible and **no later than the upcoming Annual Conference.**
- If the Region Steering Committee does not support the initial suggested change, the region member may present the proposed change to the regional membership in attendance at the Regional Business Meeting held during the Regional Conference.
  - If a 51% quorum at that meeting views the changes should be put to a vote of the entire membership, those changes will be put to a vote to the entire region as described above.
- A vote by the Region to change the operating principles does not require a quorum of region members to vote; it only requires a 51% majority of those who do vote
- NO changes to the operating principles can be made that are contradictory to the policies governing regions as established by NACADA.
- All operating policy changes need to be approved by the Region Reps and Executive Office Liaison. This is to ensure consistency and that the changes do not conflict with policies established by NACADA.
- When changes are approved to these operating principles the Region Chair will be responsible for entering the changes into the operating principles and publically publishing the new version.

6.   Steering Committee

a.   Structure and Purpose of Steering Committee

The region steering committee helps the Region Chair set region direction through establishing goals and outcomes, provides assistance in establishing the region's budget, and provides carry-over historical perspective during transitions of regional leadership.

Region 4 has a Steering committee made up **of between 12-18** members from the Region. The Steering committee represents the diversity of the region as well as represents each state and province within the Region. **T**he committee membership and duties will be as follows:

*i.***Current Region Chair** – two year term elected by region membership

       1. Leadership and Direction of Region 4

a.   Lead Steering Committee and its activities to promote advising in the region

b.   Communicates with Area Liaisons and region members prior to regional and annual conferences to promote participation.

c.   Region 4 Liaison at Regional Division Meetings at Annual Conference to present issues and challenges specific to region.

       2. Region Participation Activities

.   Attend State, Regional, Annual Conferences and participates in Steering Committee Meeting

a.   Assist with marketing and promotion of all region activities

       3. Region Conference Oversight

.   Assist and approve the planning, operating, and budget of region conference

a.   Designate Conference Chair(s)

b.   Provides leadership in selection of conference site

c.   Communicates with Conference Chair(s) frequently to ensure a successful conference

       4. Region Goals and Budgeting

.   Create regional goals and regional budget in consultation with the Core Steering Committee

a.   Produces annual and mid-year report on goals to Regional Division, Steering Committee, and Region Members

       5. ==Steering Committee Elections==

.   ==Coordinates elections of steering committee members with NACADA Executive Office==

a.   ==Create a communication plan with communication chair. Plan should include:==

  i.==Timeline==

  ii.==Position requirement==

  iii.==Communication methods==

*ii.***Past Region Chair** – one year as ex-officio

       1. Provides support and advice to Current Region, Steering Committee, and Conference Chair(s)

       2. Attends Regional and Annual Conferences

       3. Member of the Region 4 Steering Committee

*iii.***Area ==(State/Territory)== Liaisons** – One per Area (State/Territory)

       1. Eligibility

.   Must be a current member and ==work in area (State/Territory) where they serve as liaison.==

a.   Elected by the Area (State/Territory) NACADA Region Members to a 2-year staggered term reports to Current Region Chair.

       2. State Communication and Duties

.   State Conferences & Meetings

  .Leads and assist in the planning and operation of state conferences

  i.Designates State Conference Chair(s)

  ii.Provides leadership in selection of conference site

  iii.Facilities involvement of Region Chair in state meetings

a.   Encourages professional development and leadership opportunities to members within their respective area (state/territory)

b.   Provides communication broadly within area (state/territory) to publicize event

c.   Shares information related to online or non-travel based professional development available for members such as NACADA webinars, NACADA Journal, etc.

d.   Promote and encourage membership in NACADA throughout their area (state/territory)

       3. Region Communication and Duties

.   Contributes to the goals, program, and budget for the Region

a.   Communicates with state members prior to state, regional, and annual conferences, and NACADA professional development events to promote participation

b.   Encourages nominations for regional and annual conference awards, scholarships, and travel grants

c.   Act a liaison between state membership and region steering committee to bring advising issues and challenges specific to their area (state/territory).

d.   Produces an annual and mid-year report to Region Chair

    4. Attends State, Regional, and Annual Conferences

    5. Serves on sub-committees or task forces to address regional issues.

    6. Staggered Area (State)Two Year Terms

.   Elected Terms begin at the end of Regional Conferences

a.   Elected Terms are as follows:

.Even Year (ending in 0, 2, 4, 6, & 8)

    1. Georgia
    2. Mississippi

i.Odd Year (ending in 1, 3, 5, 7, & 9)

    1. Alabama
    2. ==Caribbean==
    3. Florida

*iv.***Current Region Conference Chair(s)**

    1. Reporting

.   Must be a current member of NACADA

a.   Must be a current member in Region 4

b.   Serves as liaison between Current Region Conference Committee and Steering Committee

c.   Current Region Conference Chair(s) reports directly to Current Region Chair

d.   Communicates with Region Chair quarterly up to 6 months before the conference and weekly thereafter

    2. Duties to include but not limited to:

.   Attends training session for Conference Chairs during Annual Conference

a.   ==Attend online training sessions offered by the Executive Office==

b.   Coordinates logistics of the region conference using the Region Conference Chair Handbook and Timeline as we resource

c.   Attends regional and annual conferences and participates in Steering Committee Meetings

d.   Facilitates site visits by Region Chair following NACADA guidelines

*v.***Future Region Conference Chair(s)**

    1. Reporting

.   Must be a current member of NACADA

a.   Must be a current member in Region 4

b.   Serves as liaison between Future Conference Committee and Steering Committee

c.   Future Region Conference Chair(s) reports directly to Current Region Chair

    2. Duties to include but not limited to:

.   Communicates with Incoming Region Chair (during election years)

a.   Attends training session for Conference Chairs during Annual Conference

b.   ==Attends online Region Chair training offered by NACADA Executive Office==

c.   Communicate with current conference chair

d.   Shadow and support current conference chair during region conference to learn responsibilities of conference chair

*vi.***Past Region Conference Chair(s)**

1. **Reporting**
   . Must be a current member of NACADA
   2. **Duties to include but not limited to:**
   . Provides instruction, support, and advice to current and future conference chairs and steering committee

*vii.***Region 4 Committee/Program Chairs**
1. **Eligibility**
   . Must be a current NACADA member.
   a. Must be a member in Region 4.
   b. <mark>Committee/Program Chairs are elected by the current Region 4 membership and serve 2-year term.</mark>
   .A yearly election will be held by the region for steering committee positions in the rotation as described below
   i.Elections do not require a quorum of region members to vote; a winning candidate would simply require the largest percentage of those who do vote.
   c. Staggered Committee/Program Chairs Two Year Terms
   .Elected Terms begin at the end of Regional Conferences
   i.Elected Terms are as follows:

   1. Even Year (ending in 0, 2, 4, 6, & 8)
      - Awards Committee Chair
      - Communication/Social Media Chair
      - Social Justice and Diversity Chair
   2. Odd Year (ending in 1, 3, 5, 7, & 9)
      - Mentoring Program Chair
      - Technology/Training Chair

   d. Committee/Program Chairs report to Current Region Chair.
2. **Positions**
   . **Award Committee Chair**
   .Contributes to the goals, programs, and budget for the Region
   i.Coordinates Region 4 Awards Program

   1. Develops and oversee Awards Committee
   2. Develop promotion for region awards program
   3. Update nominations information on Region Awards page
   4. Notifies Region award winners and coordinate their awards package
   5. Collect biographies and pictures for Region website
   6. Coordinate and work with Current Region Conference Chair(s) regarding awards program, room list, and any logistics relating to awards program at Region Conference

   ii.Attends Regional and Annual Conference
   iii.Participates in Steering Committee meetings

   a. **Mentoring Program Chair**
   .Contributes to the goals, programs, and budget for the Region
   i.Coordinates and oversees the Region 4 Mentoring Program

   1. Develops recruiting strategies to maintain program
   2. Selects and match Mentors and Mentee

3. Coordinates Regional and Annual Conference Mentor/Mentee activities
4. Provides quarterly updates to Region Chair and Steering Committee regarding the status of program
5. Submit updates to Communication Coordinator for Region 4 Newsletter
6. Coordinates with the Awards Committee Chair to award Mentoring Program Scholarships for the Region 4 Conference.

b.   Communications/Social Media Chair

  .Contributes to the goals, program, and budget of the Region

i.Act as Region Historian - Assist with the collection and documentation of Region's history and events

ii.Oversees and Facilitates Region Communication

1. Prepare, Distribute, and post Steering Committee meeting minutes in a timely fashion
2. Develops and Distribute Electronic Newsletter
3. Monitor and track Region Social Media Outlets
4. Work with area (state) liaisons regarding their communication and social media

c.   Technology/Training Chair

  .Contributes to the goals, programs and budget for the Region

i.Provide support, information, and education to region members in their use of technology in advising

ii.Develop, maintain, and communicate resources regarding Technology Use in Advising

1. NACADA Technology in Advising Commission
2. NACADA Journal, Clearinghouse, & Publications

iii.Provide Technology in Advising Education

1. Technology Workshops at Region Conference
2. Submit article in Region 4 Newsletter

d.   Diversity & Social Justice Chair

  .Provide support, information, and education to region members around Diversity & Social Justice in advising

i.Develop, maintain, and communicate resources regarding Diversity & Social Justice in Advising

ii.Provide Diversity & Social Justice in Advising Education

1. Diversity & Social Justice Workshops at Region Conference
2. Submit article in Region 4 Newsletter

iii.Participates in Steering Committee meetings

e.   Other Appointed Coordinator Positions (At Region Chair Discretion)

  .Appointed positions should be short term positions (No longer than 2 years).

1. To facilitate a change, allow for support of goals, transitioning, etc.
2. A temporary appointment to fill a vacated position until the next election cycle.
3. An initial appointment for a new chair position until the position can be established and added to the operating principles.
4. Examples include but are not limited to:
   - Budget Coordinator

- ==Research Committee Coordinator==
- ==Program Development Coordinator==
5. ==Positions should be advertised to the Region 4 membership and nominations from the membership should be encouraged for consideration by the Steering Committee.==

D. Election/Appointment of Steering Committee Members

a.

b.　　Steering committee members are elected (or appointed) for two year terms with the election (appointment) staggered between representatives to allow for continuity of regional activities.

i. Elected Positions

1. Region Chair
2. Area (State) Liaison
3. Committee/Program Chairs

ii. Appointed Positions

1. Region Conference Chair(s)
2. ==Coordinator position(s)==

c.　　Qualifications for all positions

. Current member of NACADA

i. Current member of Region 4 (except in the case of Past Region Chair

ii. Institutional and personal financial support to attend Region and Annual Conference

d.　　Mid-term vacancies or elections that generate no candidates may be filled by Region Chair appointment with approval of the steering committee and may then run for one additional full term.

b. Terms of office

i. Region Chair, Elect will start their term at the end of Business Meeting at Annual Conference (October)

ii. Incoming Area (State/Territory) Liaisons will begin their term at the end of the Business Meeting at Region 4 Conference (March/April)

iii. ==Incoming Committee/Program Chairs will begin their 2-year term at the end of the Region 4 Conference (March/April)==

iv. ==The start date and term length of Appointed coordinator positions will be determined when the appointment has been confirmed by the Region Chair.==

1. ==Cannot exceed 2 years.==

v. Region 4 does allow representatives to complete a second two year term.

c.　　Removal of Steering Committee Members

. An appointed or elected Steering Committee member may be removed for cause, at any time, by the Region Chair, in consultation with the remaining members of the Steering Committee.

i. If a steering committee member moves out of the Region, they can no longer serve on the steering committee and should be replaced.

1. ==Excluding the Past Region Chair==

d.　　Unexpected Vacancies

. The Region Chair in consultation with the Steering Committee will appoint an appropriate replacement to complete the remainder of the term.

1. The replacement will be eligible to run for future terms as outlined in Section b above.
2. If position is an elected position, Region Chair may either appoint a replacement or conduct a special election to cover rest of term
3. If position is an appointed position, Region Chair may appoint a representative to complete the rest of the vacated position's term.

ii. In the event that the Region Chair relocates to a new region during their term they will forfeit their Chair position at the time of the move (see exception in #2 below).

    1. If there is a Chair-elect position at this time that person will be moved into the Chair position to finish the term and continue for their elected term.

    2. In other situations the Regional Division Representatives in consultation with the relocating Region Chair will select and appoint a Chair to complete the term. The Regional Division Representatives may allow the relocating Chair to continue as the Region Chair based on location and availability if there is not a Chair-elect. This person will be able to run for election in the next term.

  e. **Meetings of the Steering Committee**

    ii. Appointed and elected members of the Region Steering Committee are expected to participate in the Regional Steering Committee Meeting at both the NACADA Regional Conference and the NACADA Annual Conference.

iii. Additional meetings throughout the year may be scheduled or arranged by the Region Chair to conduct Regional Business as needed. These meetings may be conducted via teleconference.

iv. In all cases, the majority of those Steering Committee members present will constitute a quorum for conducting Regional Business.

7. Sub-Committees

To assist in the fulfillment of regional goals and processes, subcommittees shall be formed at the discretion of the Region Chair

  a. Leadership & Membership

i. Each subcommittee is to be chaired by a member of the Region 4 Steering Committee and is appointed by the Region Chair.

    1. The subcommittee chair term is for one year. Reappointment is possible, but for no more than two consecutive years.

ii. Membership on the subcommittees is to be open, as able, to the general region membership. Membership is to be no more than 10 members, including the subcommittee chair. The subcommittee chair is responsible for managing membership on the subcommittee.

  b. Reporting

. Chairs of subcommittees will send a report to the Region Chair no later than 48 hours prior to the next Steering Committee meeting.

i. Reports are to include goals since the last meeting, action items toward those goals, any requests for assistance, general announcements, and proposed new goals for the next meeting.

ii. Failure to report will result in replacement of the subcommittee chair

  c. Examples of subcommittees

. Communications & Outreach

i. Conference

ii. Awards

iii. Research

iv. Volunteering

8. Yearly Region Conference Determination

  a. Yearly Region 4 conferences are held in March or April

b.	The conference will rotate among the member areas in the following order: <mark>Alabama, Florida, Mississippi, Georgia, and Caribbean.</mark>
c.	If for any reason an area cannot host, the next area in rotation will be host site.
d.	Rotation is subject to change if circumstances warrant – for example is Annual Conference will be in same area (state/territory)
e.	Region Conference Chair(s) is selected by the Region Chair in consultation with the Steering Committee.

# 9.	Region State/Province professional development funds

a.	At the discretion of the Steering Committee and if built into the Region budget professional development funds can be set up to $500 (this is the max amount allowed) per area (state/territory).
b.	Examples that funds may be used for may be but not limited to: payment for supplies/services used at State Conferences, Allied Memberships Fees, Registration Scholarships for State Members

# 10.	Budget

In line with the organizational structure and the philosophy of NACADA, regions have flexibility in handling the financial needs associated with their operation. This flexibility is intended to encourage creativity, broaden incentives to have successful conferences, and to increase membership.

The Region Chair and the Steering Committee

1. Prepare and submit an annual region budget to the Division Representatives
2. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the Division Representatives or the Executive Office
3. Ensure the cost effective utilization of NACADA funds

Region Chairs are responsible for three budgets

1. Region Budgets used for region wide activities and projects
2. Region Conference budgets used for the spring region conference
3. NACADA - sponsored state and province drive-in conferences budgets

Complete information and instructions are located in the Region Chair Handbook at
http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx - Region Chair Handbook, Region Financial Responsibilities section.

# 11.	Region 4 Awards

As of 2015 the following awards are offered by all Regions. Regions may also offer other awards and scholarships.

Excellence in Advising Awards are selected within each region. These awards recognize individuals	who demonstrate qualities and practices that make significant contributions to the improvement of	academic advising. Winners will receive complimentary registration to their region conference.

Submission timeline: July 1-November 1 each year (or January 30 for regions which hold conferences	in May) Region Awards committees review applications/nominations and winners will

be announced   in December or early January (or March 1 for Regions which hold conferences in May). The awards   are presented at the region conference in the spring.

Categories:

Excellence in Advising – Primary Role

Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students.

Excellence in Advising – Faculty Advisor

Recognizes individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students.

Excellence in Advising – New Advisor

Recognizes individuals who have demonstrated qualities associated with outstanding academic advising of students and who have served as an advisor for a period of three (3) or fewer years.

Excellence in Advising – Advising Administrator

Recognizes individuals who may provide direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program.

Criteria:

The Selection Committee will evaluate applications/nominations on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not limited to:

- Interpersonal/human relations skills
- Professional practices
- Documented success
- Documented advisor development

Eligibility:

- Applicants/Nominees must be members of NACADA and may apply only for their own region. However, membership is encouraged for the Administrator category but not required.
- Individuals may self-nominate.
- Applicants should plan to attend their spring Region Conference and have the support of their office/department.
- Have worked in the advising profession for a minimum of one year, prior to January 1 of the current year.

Submission: via the NACADA Awards on-line nomination which includes the following documents:

- **Nomination/Application Letter:** This letter should summarize the nominee/applicant's qualifications and why the individual is being nominated for the award. This document should provide the evidence and specific examples that demonstrate excellent performance. Input from others is encouraged as the nomination letter is composed and may include quotes or comments from colleagues and students. The letter SHOULD NOT exceed three pages, single spaced.
- **Letters of Support:** Include up to two additional letters of support. These letters may come from colleagues, employees, supervisors, or students - anyone who might augment the selection committee's understanding of the nominee. Letters SHOULD NOT exceed two pages single spaced.
- **Nominee Resume or Curriculum Vita:** Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominees

overall resume/vita. Please include your current job with either a position description or a list of job responsibilities.

- **Personal Philosophy Statement (optional but encouraged):** Please provide a personal philosophy statement regarding their (nominees) approach to advising and/or advising administration. This document SHOULD NOT exceed two pages single spaced

Region 4 Specific Awards, Scholarships, and Grants:

Application period is open from July 1, 2019 - November 1, 2019

Region 4 Joyce C. Jackson Service Award

Joyce C. Jackson was a lifelong educator. For over 30 years, she taught all ages and levels of school. She taught mathematics and Physical Education in grades 8-12. For the last 10 years of her life she taught mathematics at Coastal Georgia Community College (formerly Brunswick College) and was actively involved in the academic advising and new student orientation program.

Joyce was not only loved, honored and respected for her outstanding teaching and academic advising, but she was also most highly respected for her volunteerism and service to others; she clearly defined volunteerism through her work on region and national conferences. Joyce did not mind being a behind the scenes volunteer, and she thrived on helping in every way she could. NACADA and Region 4 were a love of her life.

The Service Award is dedicated to Joyce in memorial of her love of NACADA, education, and her legacy of volunteerism in Region 4. The award is presented to a Region 4 NACADA member for volunteer service to Region 4 and NACADA. Nominees must be a current NACADA member and must have a history of involvement and membership in the organization.

Submission Procedures: Nominations must contain factual or descriptive material including:

- A supporting letter from the nominator providing evidence that the candidate has made significant contributions to NACADA, Region 4, the profession of academic advising, leadership in the field of advising as well as related professional areas, and a commitment to the importance of academic advising at the regional level.
- Letters of support from the following categories, colleagues, staff, and students with a minimum of one letter from each category and a maximum of two, (a maximum of 6 (six) letters total).
- Additional materials that support candidate's nomination
- In the event there are no nominations for the Joyce C Jackson Service Award, the steering committee may nominate candidates. for consideration.

Region 4 Conference Travel Scholarship

When funds are available, this scholarship may include conference registration, NACADA general membership, and some travel expenses approved by the Region 4 Chair. A limited number of scholarships are available. Recipients must attend the Region 4 Spring Region Conference Keynote Luncheon where they will be recognized. This one-time travel award scholarship is non-transferrable to another person or activity. Individuals may nominate themselves. Previous Region 4 travel scholarship recipients are not eligible. Applicants must be members of Region 4.

Submission Procedures:

- In 250 words or less, please explain why the scholarship would be of benefit to you (i.e., address an advising issue or specific program on your campus, meet professional goals, etc.).
- Submit an advising resume.

Region 4 Mentoring Program

Region 4 added a mentoring program during the 2018-2019 year. This program allows one-on-one interaction between an experienced academic advisor and an advisor just entering the field. Participants in the program will learn about NACADA, increase their professional development opportunities, and network with fellow advising colleagues. To learn more and to apply, see the Region 4 Mentoring Program page (https://nacada.ksu.edu/Community/Regions/Region-4/Mentoring-Program.aspx).

Region 4 Academic Advising Assessment Institute Scholarship

NACADA Region 4 is offering one scholarship for the Academic Advising Assessment Institute. The value of this scholarship is the amount of the early registration fee.

Submission procedures:
- Visit: http://apps.nacada.ksu.edu/conferences/awards/NM01Login.php
- Submit resume
- Submit minimum 250 word essay on why you should be selected and how you will benefit by attending.

Region 4 Advising Seminar Scholarship

NACADA Region 4 is offering one scholarship for the Advising Seminar. The value of this scholarship is the amount of the early registration fee.

Submission procedures:
- Visit: http://apps.nacada.ksu.edu/conferences/awards/NM01Login.php
- Submit resume
- Submit minimum 250 word essay on why you should be selected and how you will benefit by attending.

Region 4 Academic Advising Administrators' Institute Scholarship

NACADA Region 4 is offering one scholarship for the Academic Advising Administrators' Institute. The value of this scholarship is the amount of the early registration fee.

Submission procedures:
- Visit: http://apps.nacada.ksu.edu/conferences/awards/NM01Login.php
- Submit resume
- Submit minimum 250 word essay on why you should be selected and how you will benefit by attending.

Application period is open from July 1, 2019 - January 31, 2020

Region 4 Conference Graduate Student Travel Scholarship

When funds are available, travel scholarships for Graduate Students include conference registration, NACADA student membership, and some travel expenses approved by the Region 4 Chair. A limited number of scholarships are available. Recipients MUST attend the Region 4 Spring Region Conference Keynote Luncheon where they will be recognized. This one-time travel scholarship is non-transferrable to another person or activity. Individuals may nominate themselves. Graduate Student must submit certification of full time status and a graduate transcript. Previous Region 4 graduate student scholarship and grant recipients are not eligible. Applicants must be members of Region 4.

Submission Procedures:
- In 250 words or less, please explain why the grant would be of benefit to you (i.e., address an advising issue or specific program on your campus, meet professional goals, etc.).

- Submit a copy of your transcript in the submission process.

12. Travel Policy for NACADA Region Travel.

Approved by Council at Mid-Year Mtg 2015

Proposal:

Establish reimbursable travel guidelines for region budgets to create consistency. Outline what we consider "Institutional Commitment" to include. Provide support for Region Chairs in fulfilling their role in recruiting and providing professional development opportunities for the region.

Rationale:

We have been encouraging more involvement of region steering committees in the oversight of region and state/province activities and encouraging Region Chairs or the State Liaison to represent the steering committee, when possible, at State drive-in/meetings. There have been requests for additional travel by steering committee members, region chairs, and conference planning committee members outside of attending regional conferences. In the past some region budgets have covered this travel and some have not. Our goal is to outline what can be covered by region budgets.

Guidelines:

Institutional support In the application process there is a statement that the nominee has to sign that says: Financial support will be provided by me or my institution for travel to required NACADA Leadership meetings if elected to the position identified above: (To be eligible to run for the nominated position, you must answer "Yes" to this statement.)

The Region leadership candidate is to either have institutional financial support or commit to pay out of pocket for their participation in leadership position activities. This includes financial support for:

- Travel, registration and lodging/meals to Region Conference for Region Chair and Steering Committee members
- Travel, registration and lodging/meals to Annual Conference for Region Chair

Region Budget support: If funds are available, travel expenses that can be built into the region budget are based on the following guidelines. A region is not required to, but if they choose to financially support any items from the list below with region budget funds, these costs must be included on the budget submitted in December and approved by the Region Steering Committee and Regional Division Representatives.

- Early arrival to region conference to attend steering committee meeting. Reimbursable expense includes up to one half the standard conference room rate (including applicable taxes) for the night prior to the region conference.
- Travel and hotel costs for region chair to travel to up to two state meetings each year a maximum reimbursement of $500 per trip.
- Travel, lodging/meals to region conference site visit for Region Chair if institutional support is not available. This expense could be built into the region budget or the conference budget.
- Region awards and Scholarships: If included in the region budget, up to $585 per award can be awarded to members for travel/registration to region/annual conferences. The amount is flexible to account for large regions with extensive travel area or to help promote attendance at a smaller market conference location.