

# **NATA District One Policies and Procedures Manual**

The following document shall be titled **“Policy and Procedure Manual”** for District One of the NATA. The purpose of this document is three- fold:

1. This document will help to augment the District One By-Laws, and all information contained in this document must be consistent with established By Laws of District One.
2. To implement a living document that will contain official Executive Council approved policies and procedures that should be passed to each succeeding district officer, committee chair, and state president.
3. To allow succeeding generations of district officers, committee chairs, and state presidents to follow consistent policies and procedures

The document will contain general policies that each district officer, committee chair, and state president should be prepared to follow. It will also contain procedures for each aspect pertaining to the operation of District One.

By definition, “policies” will relate most specifically to the administrative tasks of District One and will remain consistent for each entity of District One. “Policies” will be developed and approved by the Executive Council. The Executive Council will be comprised by the three elected District Officers, (Director, Secretary and Treasurer) and the elected state association presidents, (ME, NH, VT, MA, RI, CT).

Other input may come from committee chairs, and District One members in good standing with the NATA as necessary, and should be followed implicitly. “Policies” can only be changed by the Executive Council.

“Procedures” are developed by the Executive Council and committee chairs and should be specific to the individual components of District One. “Procedures” should clearly delineate a proper course of action for each task.

The “Policies and Procedures Manual” will be maintained by the District One Secretary and may be reviewed by the District One By-Laws Committee so as to insure that it remains consistent with the District One By-Laws.

## **Equal Opportunity and Discrimination**

District One does not discriminate based on race, creed, ethnicity, or sexual orientation. Every effort will be made to ensure that diversity is considered for all components of District One, including, but not limited to the executive council, committee chair and committee member appointment, and state presidents.

### **Tobacco and Alcohol Policy**

The use of tobacco products will not be permitted in any venue run District One, including, but not limited to executive council meetings, district meetings or any special district meeting which is convened.

The availability of alcohol products will be based on state, local, and facility rules and regulations.

### **District One Database**

1. The District One Secretary will send, via email, monthly updated District One database information to each State Secretary.
2. This information is for the State Association Board use only. It is not to be given out to any other person(s).
3. If more information is needed then an email request by a State Association Board member can be made to the District One Secretary.

### **District One State Conference Registration Fees**

1. District One State presidents have free registration at respective State meetings.
2. This applies to each state conference held individually or jointly, (two states combined)
3. This does not apply to EATA or any other District One meeting.

### **District One Electronic Communication**

1. All District One E-blasts, regardless of source, must be approved by the District One Director or District One Secretary.
2. State Secretary's are responsible for "state only" E-blasts.
3. No job postings will be sent via District One E-blasts.
4. All EATA E-blast information must come from the EATA President.
5. All non-state association conference postings must be approved by the District One Director or Secretary.
6. E-blasts are to be in brief written (HTLM) form, no attachments (PDF or Word) can be sent out to the membership. Website links are preferred.

### **District One Elections**

1. Call for nominations for the upcoming election will be made by the District One Secretary or District One Director at the bi-annual District meeting held at the NATA convention.
2. Nomination Papers will go to the District One Elections chair before September 15th.
3. Only Certified Athletic Trainers in good standing with the NATA and residing in District One may run for District offices.
4. The District Secretary will verify item #3 before candidates is placed on the ballot.
5. The candidates resume and election statement will be posted on the District One website for all District One members to view.
6. Elections will run from October 1st to October 15th.
7. The results will be monitored on the District One website by the District One webmaster and the District One elections chairperson.
8. The District One elections chairperson will notify the results to the candidates at the conclusion of the election. The District One secretary will also be notified and will send out an

E-blast to the District One membership. The District One webmaster will post the results on the District One webpage.

### **District One Executive Council Voting**

1. District One Executive council members may have a proxy vote for any/all Executive council meetings/conference calls. The proxy voter must be in good standing with the District and the NATA.
2. The District One Executive council must have a quorum of Four state presidents and Two District officers in order to perform official District One business/votes.

### **District One Computers**

1. The District One Secretary will be responsible for updating and managing all the District One owned computers.
2. All computer and software purchases will be made following the approval with the District One Executive Council.
3. Previously used District One computers may be sold at the discretion of the District One Executive Council.
4. The District One Secretary will be assigned the most current laptop between the District Officers.

### **District One Memorials**

1. The District One Director will coordinate all communication to the District One membership with regards to memorials that occur at the District and National level.

### **District One Graduate Research Mailing Requests**

1. Any Research or Graduate Study needing an NATA contact list, (mailing or email), request form will contact the District One Secretary.
2. The District One Secretary will handle and approve these requests, which are obtained from the NATA home office.

### **District One State Applications for Governmental Affairs money**

1. The following policy from the NATA will be utilized by District One
2. The following policy describes the legislative grant program under which NATA provides funds to state athletic training associations to further their legislative agendas.
3. It is understood that a state's legislative cycle may not coincide with the NATA fiscal year. However, grant money is available *on a fiscal year basis* and applications must be received within the FY in order to be funded in that year. NATA's fiscal year runs April 1 – March 31. The total annual budget for legislative grants may vary from year to year.

### **District One Student Delegation**

Student delegation funding,

District One will fund, travel, three days of food up to 35 dollars a day. Nine room nights (room) for six student delegates.

### **District One Website**

1. The District One Website will be maintained by the District One Secretary.
2. All States within the District will be linked to the District One Website.

### **District One Employment Opportunities**

1. District One will not be posting employment opportunities on the website or via e-blasts
2. Each state in District One is encouraged to maintain career assistance information that is clearly accessible to its members.
3. Each state may post only those Placement Vacancy Notices (PVNs) that are both current and active on the NATA Career Center web page. This applies to full-time and part-time positions.
4. Each state may post per diem and event coverage information at its own discretion.

### **District One Travel Reimbursement**

1. All expenses must be approved by the District One Director or Treasurer.
2. The least expensive, most efficient mode of travel should be used.
3. An expense report should be completely filled out and submitted within 1 month of travel.
4. Original receipts should accompany every expense report. Photo copies are not acceptable. This is for auditing purposes.
5. Gas mileage will be reimbursed at the current IRS rate.
6. The following expenses are not reimbursable: bar tab, travel agent fee, room/travel upgrades, family expenses and/or persons not eligible for NATA District One reimbursement.
7. In fiscal year 2006-2007 State Presidents are budgeted \$1400.00 per year to cover NATA Annual Meeting and EATA Annual Meeting travel costs.

### **District One Scholarships**

1. The district will award one member of each state with a scholarship valued at \$1000.00.
2. Each state will select their own award criteria, and name it in honor of someone who served and represented the state/district well. (I.e. the District One Carl Nelson Scholarship....)
3. All District One scholarship criteria and applications shall be posted on the District One web site with a link from each state organization.
4. Applications shall be reviewed by the state organizational subcommittee.
5. The state organization subcommittee shall forward the selected candidate's completed application and supportive materials to the District One officers for review and certification. (Check will not be issued without certification)
6. The winner must be a member of District One and their respective state association as determined by their membership mailing address.
7. The winners will be notified formally by the District One Secretary and/or the District One Director.
8. A check for \$1000.00 will be written directly to the award winner and presented at the respective State Meeting by a District One Officer.

### **District One Dues Disbursement**

1. District Dues are paid to the NATA Office where they are recorded and electronically disbursed to the Districts.
2. District One has agreed to allocate funds to the State Organizations according to the following fee schedule:
  - Certified, Associate: \$25.00 per member
  - Student, Student Certified: \$10.00 per member
3. Disbursements will be made electronically in monthly allotments based on the availability of funds. The following is the order of payments made:
  1. Scholarship money
  2. Individuals seeking reimbursement for out of pocket expenses
  3. Payments due
  4. Dues disbursement
  5. Discretionary spending

### **District One Financial Records**

1. Books will close on March 31 each calendar year.
2. Books will be turned over to the accountant by May 15 for completion of taxes by May 31.
3. Taxes shall be filed by June 31.
4. Annual report shall be filed by November 15.
5. An official audit, an examination of records to be sure that they are correct, shall be performed in alignment with a new Treasurer assuming office.
6. Any District One member can request to review the books.
7. Requests for funds (i.e., committees, officers) will be submitted to the District One Treasurer on or before December 1<sup>st</sup>.
8. Any gifts, contributions, donations or bequests given to District One will be utilized according to the directives of the Executive Council and will be reflected in the annual report by the Treasurer.
9. At the June Executive Council meeting the finance committee, comprised of the District One Treasurer and two state presidents will review all receipts and dues disbursements from the previous fiscal year. A formal report by the finance committee will be submitted to the Executive Council at the next official meeting.
10. The District One Director, Secretary and Treasurer will receive monthly financial statements as well as a yearly review from the District One financial advisor.
11. Debit Cards will be issued to the District One Director, Secretary and Treasurer with limits placed on withdrawal of funds.

## **District One Time Lines for Officers**

### DISTRICT ONE DIRECTOR TIME LINE

## **January**

NATA BOD Conference Call  
Attend EATA Annual Meeting (District One Executive Council Meeting, District Meeting)  
EATA Executive Board Meeting  
Meet with State Presidents individually  
Attend each State Meeting  
Congratulate District Scholarship winners  
Send letters of congratulations/Thank you to EATA/District award recipients  
Attend NATA International Committee Meeting (Liaison)

## **February**

EATA Conference Call  
NATA BOD Conference Call  
NATA Webmaster Committee Conference Call  
Deadline for NATA Scholarships (2-1)  
Announce EATA Election- Call for Nominations

## **March**

Promote NATA Athletic Training Month  
District One Conference Call  
EATA Conference Call  
NATA BOD Conference Call  
Attend NATA Ethnic Diversity Advisory Committee Meeting (Liaison)  
State of Maine Meeting (Attend if schedule allows)  
EATA Student Delegation Conference Call  
Call District One – NATA Award Recipients

## **April**

NATA BOD Conference Call  
NHATA Student Workshop (Attend if schedule allows)

## **May**

Attend NATA BOD Meeting (Site TBA)  
ATOM/RIATA Meeting (Attend if schedule allows)  
CATA Meeting (attend if schedule allows)  
Submit Liaison Committee Report to NATA (NHL Athletic Trainers, Professional Eyewear Certification Council)  
Confer with District Officers on upcoming NATA Meeting  
EATA Student Delegation Conference Call

## **June**

Attend NATA Annual Meeting (eight days)  
NATA BOD Meeting  
District One Executive Board Breakfast, District Meeting  
Attend NATA Functions as schedule dictates  
Attend NATA Committees that I serve as Liaison (5)  
Attend EATA Executive Board Meeting and/or Conference Call  
Announce District One Election- Call for Nominations  
Announce NATA Award Winners

## **July**

NATA BOD Conference Call  
Send Notes of Congratulations/Thank you to NATA Award/Scholarships

## **August**

NATA BOD Conference Call

## **September**

NATA BOD Conference Call  
Attend NATA Journal Committee as Liaison  
Contact all State Presidents- EATA Student Delegates  
Deadline for District One Nominations- September 15<sup>th</sup>  
NATA Awards- Start of Applying  
EATA Awards- Dr. Moyer, Pinky Newell- Make nominations

## **October**

NATA BOD Conference Call  
NATA Ethnic Diversity Advisory Committee Conference Call (Liaison)  
NATA Webmaster Committee Conference Call (Liaison)  
District One Elections (Oct. 1-31 online)

## **November**

NATA BOD Conference Call

EATA Executive Council Conference Call  
EATA Student Delegation Conference Call  
Take District One Incorporation Papers to State House  
Get names of EATA Students Delegates- send letter on congratulations  
Deadline EATA Scholarships (11-1)  
Announce District One Election Winners  
EATA Election (November 1-30)  
Deadline for NATA Awards (Nov. 15<sup>th</sup>)  
Contact Joe Camillone (EATA Awards- Cramer, Micro Bio medics HS)

### **December**

Attend NATA BOD Meeting (Site of PBATS Meeting)  
Send Christmas-Holiday cards to all BOD, EATA and District One Boards and Committee Chairs, District One Hall of Fame Members  
Confer with District Officers on upcoming EATA Meeting  
Arrange meeting with incoming/outgoing officers, if necessary

### **Monthly**

Send out Notes from Stoney via E-mail blast  
Submit NATA Committee Ballot to Karen Peterson/Yolanda Allen  
Submit approval of NATA BOD minutes to Karen Peterson/Yolanda Allen  
Check District and State websites  
Check NATA Career center website to see vacancies and who has left positions  
Campus Visits to Athletic Training Education Programs as schedule allows  
Calls and/or blast e-mails to State Presidents; Curriculum Chairs; Committee Chairs; District Officers; EATA Executive Board and NATA BOD/Office Staff

### **Daily**

Check phone messages and e-mails-respond as necessary and pertinent  
Contact NATA with questions/answers/information

## **District 1 Secretary Time Line**

### **January**

EATA Executive Board Meeting (at EATA Conference)  
District 1 Executive Council Meeting (at EATA Conference)  
District 1 Membership Meeting (at EATA Conference)  
Report on District membership numbers  
Approval of June meeting minutes and/or fall conference call minutes (Executive Council and District meeting)  
Attend District/Treasurers Meeting (NATA, Dallas, TX.)

## **February**

Update and send out District 1 Directories  
Send out minutes from EATA (Executive Council and District meeting)  
EATA conference call

## **March**

Arrange District 1 conference call with representative from Merrill Lynch  
District 1 conference call  
Remind all Committee Chairs and Executive Council meeting time for District Meeting at NATA National Convention

## **April**

Arrange meeting space and time for District 1 Executive Council at NATA June meeting  
Confirm travel arrangements for NATA Annual Meeting

## **May**

Prepare Agendas (Executive Council and District Meeting) for NATA Annual Meeting  
District One Executive Council Conference Call

## **June**

District Secretary/Treasurers Meeting (at NATA Annual Meeting)  
District 1 Executive Council Meeting (at NATA Annual Meeting)  
District 1 Membership Meeting (at NATA Annual Meeting)  
EATA budget meeting/Conference Call

## **July**

Update and send out District One Directories  
Send out minutes from NATA (Executive Council and District meeting)

## **August**

Timeline set for District One Elections in October  
Assist Webmaster with setting up Elections Website

## **September**

Call for Nominations for District Elections

## **October**

Arrange meeting space and time for District 1 Executive Council at EATA Meeting  
Assist in District Elections with Elections chair and Webmaster chair  
Send out e-blast notifications of District One on-line elections

## **November**

EATA conference call

District One Executive Council conference call  
Prepare Agendas (Executive Council and District Meeting) for EATA Annual Meeting  
Send out e-blast notifications of EATA on-line elections  
District One Conference Call

### **December**

Confirm travel arrangements for EATA Conference with Executive Council  
Gather State President and Committee Reports in written form for upcoming EATA Meeting  
Coordinate all room arrangements for EATA with EATA President-Elect  
Email out previous meeting minutes to Executive Council  
Make travel arrangements for NATA DST meeting (February)

## **District 1 Treasurer Time Line**

### **January**

1. EATA Executive Board Meeting (at EATA Conference)
2. District One Executive Council Budget Meeting (at EATA Conference)
3. District One Membership Meeting (at EATA Conference)
4. Pay out all EATA/ District One scholarships and District One scholarship room nights at the EATA Awards Banquet
  - A. Carl Krein 2500.00 plus 150.00 for a room night
  - B. Frank George 2000.00
  - C. Joseph Abraham 2000.00 plus 150.00 for a room night
  - D. 2-5 additional District One room nights at 150.00 each
5. Pay out the District One Charles Redmond Scholarship for an ATOM member at the District One Membership Meeting at the EATA Conference (1000.00)
6. Pay for Executive Council Breakfast at the District One Executive Council Meeting
7. Pay for ½ of the cost of NATA Sponsor Booths
8. Receive December dues disbursement on/before January 20

### **February**

1. District Secretary/Treasurers' Meeting
  - A. NATA pays 2 room nights plus Friday and Saturday meals
  - B. District One pays transportation plus any additional room nights and meals
2. Pay out all travel expenses for EATA Conference
  - A. EATA pays 1 room night and meals for the District One Director, District One Secretary, and District One Treasurer to attend the EATA Executive Council Meeting
  - B. District One pays for transportation, room, and meals for District One Director, District One Secretary, District One Treasurer, 6 Student Delegates

(shared rooms), and 6 State Presidents (State Presidents each have a total travel budget up to 1400.00 per fiscal year)

3. EATA conference call
4. Receive January dues disbursement on/before February 20

### **March**

1. District One conference call
2. Pay out the District One Carl Nelson Scholarship for a MATA member at the MATA Meeting (1000.00)
3. Pay out any remaining expenses for fiscal year

### **April**

1. Pay out the District One Scholarship for a VATA member at the VATA Meeting (1000.00)
2. Pay out the District One Scholarship for a NHATA member at the NHATA Meeting (1000.00)
3. Contact accountant after April 15<sup>th</sup> to prepare the end of year taxes (Antonio Fortes, (401) 524-4705)
4. Confirm travel arrangements for NATA Annual Meeting
5. Free up funds for June travel expenses
6. District One Executive Council conference call
7. Receive Sponsorship and Career Center funds on/before April 20

### **May**

1. Pay out the District One Dr. Kathleen Laquale Scholarship for a RIATA member at the RIATA/ATOM Conference (1000.00)
2. Contact Merrill Lynch for report (Brad Ingegneri, (401) 863-8615)
3. File taxes
4. Reconcile check register for June Executive Council Meeting
5. Prepare updated budget for June Executive Council Meeting

### **June**

1. District Secretary/Treasurers Meeting (at NATA Annual Meeting)
2. District 1 Executive Council Meeting (at NATA Annual Meeting)
3. District 1 Membership Meeting (at NATA Annual Meeting)
4. EATA budget meeting
5. Pay for District One Executive Council Breakfast at the District One Executive Council Meeting

### **July**

1. Pay out all travel expenses for NATA Annual Meeting
  - A. NATA pays for District One Director transportation, room, and meals
  - B. District One pays for all Secretary and Treasurer transportation, room, and meals
  - C. District one pays for 1 Student Delegate and 6 State Presidents (State Presidents each have a travel budget up to 1400.00 per fiscal year)
2. Receive February-June dues disbursement on/before July 20

### **August**

## September

## October

1. Pay out two District One domain bills (approximately 125.00 and 10.00)

## November

1. EATA conference call
2. Remind NATA office to process dues disbursement in time for the EATA Conference
3. Remind all District One committees and Executive Council of upcoming budget request deadline.
4. Invite Merrill Lynch (Brad Ingegneri, (401) 863-8615) to the District 1 Executive Council Meeting when the EATA Conference takes place in Boston/Rhode Island area
  - A. Merrill Lynch pays travel expenses
  - B. District One offers breakfast/lunch as a courtesy
5. Make travel arrangements for EATA Conference

## December

1. District One Budget Request Deadline December 1<sup>st</sup>
2. Pay NATAREF for scholarship funds
  - A. \*\*Frank George 500.00  
\*\*New Frank George Endowment fee schedule to be implemented in 2008
  - B. Memorial Resolution 200.00
3. Pay NATA for Bobby Gunn Fund (500.00)
4. Pay for NATA Luncheon (200.00)
5. District 1 Executive Council conference call
6. Contact Merrill Lynch for report (Brad Ingegneri, (401) 863-8615)
7. Prepare budget for January Executive Council meeting
8. Reconcile check register for January Executive Council Meeting
9. Make travel arrangements for NATA DST January/February Meeting
  - A. NATA pays Friday and Saturday room nights plus Friday lunch and dinner, and Saturday breakfast  
District One pays transportation plus any additional room nights and meals
10. Write congratulatory letters for scholarship winners
11. Receive July-November dues disbursement on/before December 20

**District 1 Athletic Trainers' Association  
EXPENSE FORM**

Name (print): \_\_\_\_\_ Title/Position: \_\_\_\_\_ Event: \_\_\_\_\_

**\*A receipt, dated within 1 month of the event, is necessary for reimbursement, no monies will be distributed without a receipt\***

	DATES							TOTAL
AIR TRAVEL								
RENTAL CAR								
GAS or MILEAGE (50.5/mile) Enter number of miles								
Total								
GROUND TRANS.								
TOLLS								
PARKING								
HOTEL (room & tax)								
MEALS								
TIPS								
TELEPHONE								
REGISTRATION								
HONORARIUM								
POSTAGE								
COPYING								
OTHER: _____								
<b>TOTAL EXPENSES</b>								

I hereby swear and certify that the expenses listed above are appropriate and related to District 1 business:  
(Signature) \_\_\_\_\_

**I would like to donate to the District 1 Scholarship/Research Fund:** \_\_\_\_\_

**I would like to donate to the NATA PAC :** \_\_\_\_\_

**Balance Due:** \_\_\_\_\_

If cash reimbursement  
SEND CHECK TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

District 1 Office Use Only

Date Received: \_\_\_\_\_

Total Authorized amount to be reimbursed : \_\_\_\_\_ Date of District1 Check: \_\_\_\_\_ Check  
Number \_\_\_\_\_

If authorize amount < requested amount, why :

\_\_\_\_\_

\_\_\_\_\_

District 1 Treasurer Signature: \_\_\_\_\_

Rev 1/2008

## ***District 1 Legislative Superfund***

The District 1 Legislative Superfund has been created specifically for the purpose of funding legislative efforts for the member states of District one. It is expected and required that the petitioning member state(s) have already committed their own financial resources to the effort. Additionally, it is required that the petitioning member states have already contacted the National Athletic Trainers Association's Public Affairs and Government Affairs Committees for financial support as their ranking from these committees will be used to determine need and readiness to move forward with legislative efforts.

Funding – The Legislative Superfund will be funded by a \$5.00 dues disbursement by all certified members and \$2.50 for student members from District 1.

Use – Legislative Superfund monies are to be used only for the funding of legislative efforts within the member states of District 1 as delineated below;

- a. Lobbyist – the hiring of lobbyist or the funding of specific lobbying activities designed to promote the profession of athletic training
- b. Legal Fees – coverage of legal fees specific to legislative efforts or licensure issues
- c. Lobbying Events – monies can be used directly to fund social functions in which District members can interact with and lobby state officials for the purpose of promoting athletic training legislation. These activities will be closely monitored with after action reports submitted to the District 1 Treasurer and Director including the names and titles of ALL attendees.

Allocation – Legislative Superfund monies will be allocated based on the following criteria and by vote of the District 1 Executive Board.

- a. Prioritization rank as assigned by the NATA's government affairs committee.
- b. Need based on impact to the member state vs other states within District 1

Pre-Authorization – All states applying for Legislative Superfund monies must complete the "*Legislative Superfund Grant Request Form*" and supply their previous years Income Tax Report to the District 1 Executive Board.

Post Activity Audit – All states which have used Legislative Superfund monies must file a "*Legislative Superfund Post Activity Report*" along with photocopies of all receipts to the District 1 Executive Board to prove that the funds were utilized to the best advantage of the member state and the District as a whole. Additionally, these states are required to send a copy of their Income Tax Report for the year that the funds were used for documentation purposes.

Surplus funds – In the event that the state does not use their entire allotted funds they are required to refund the remaining monies to the "*Legislative Superfund Account*" within sixty business days.

Punitive Action – In the unlikely event that the District 1 Executive Board determines that the funds granted to a state were used inappropriately then the individual state in question will be required to refund the Legislative Superfund in full plus 2% interest within 6 months. In the

event that the state is unable to meet this financial responsibility the District 1 Treasurer will be ordered to refrain from paying the state its customary dues allotment until such time as the money and interest have been paid in full.

District 1  
Legislative Superfund Grant Request Form

Date : \_\_\_\_\_

State : \_\_\_\_\_ Person Completing form :  
\_\_\_\_\_

Activity Type (check one) :

Lobbyist (complete Section 1)  Legal (complete Section 2)  Lobbying Events  
(complete Section 3)

Date money needed : \_\_\_\_\_ Amount Requested :  
\_\_\_\_\_

Where do you want the money sent  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Name of Lobbyist : \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email \_\_\_\_\_

Bill Number if known \_\_\_\_\_

Goals of lobbying effort  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this a one time expense Yes / NO  
if no then please

explain: \_\_\_\_\_  
\_\_\_\_\_

2. Name of Lawyer : \_\_\_\_\_ Phone: Email \_\_\_\_\_

State the issue in specific terms and how it will effect athletic training in your state \_\_\_\_\_

---

---

---

Is this a one time expense Yes / NO  
if no then please

explain: \_\_\_\_\_

---

---

3. Specify the title of the event \_\_\_\_\_ Date

\_\_\_\_\_

Describe the event

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are the goals of the event

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will be invited

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will attendance be tracked

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
State President's Signature

State Treasurer's Signature

\_\_\_\_\_  
State President's Name

State Treasurer's Name

\* Please include your state association's Federal Income Tax Form from the previous year.

---

(Executive Board use only)

Date Approved / Declined by District 1 Executive Board : \_\_\_\_\_  
(Circle one)

\_\_\_\_\_  
District Director's Signature

District Treasurer's Signature

\_\_\_\_\_  
District Director's Name

District Treasurer's Name

Date check sent \_\_\_\_\_  
\_\_\_\_\_

Check number

District 1  
Legislative Superfund Post Activity Report  
(This form must be completed within 12 months of receiving funds)

Date : \_\_\_\_\_

State : \_\_\_\_\_ Person Completing form :  
\_\_\_\_\_

Activity Type (check one) :

- Lobbyist (complete Section 1) |  Lobbying Events  
(complete Section 2)  
 Legal (complete Section 1)

Amount Requested : \_\_\_\_\_ Amount Used :  
\_\_\_\_\_

1. Name of Lobbyist / Lawyer: \_\_\_\_\_ (please attach receipt of payment)

Bill Number \_\_\_\_\_  
\_\_\_\_\_

Did the Lobbyist meet goals described in Legislative Superfund Grant Request Form Yes  
/ No

(Please circle)

If no Describe  
why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if more money is needed please resubmit Legislative Superfund Grant Request Form)

2. Specify the title of the event \_\_\_\_\_ Date  
\_\_\_\_\_

Please attach list of all certified athletic trainers who attended the event, highlighting  
state/district leaders in attendance

Please attach list of all target audience attendees who attended the event, highlighting  
state/district leaders in attendance. (ie if the governor, house speaker, house member and/or  
senator attended the event) Please attach a summary of the measurable effects documenting that

the event was a success. Include a photocopy of all receipts totaling the entire amount allocated with the remainder being refunded back to the fund.

---

We the undersigned State officers swear to the accuracy of the information provided in this form

\_\_\_\_\_

\_\_\_\_\_  
State President's Signature

\_\_\_\_\_  
State Treasurer's Signature

\_\_\_\_\_

\_\_\_\_\_  
State President's Name

\_\_\_\_\_  
State Treasurer's Name

\* Please include your state association's Federal Income Tax Form for the year the funds were given.

Accepted by District 1 Executive Board YES / NO

Date :

\_\_\_\_\_

1/6/10