



## Association of Government Accountants

### Guam Chapter

Standard Operating Procedure (SOP – 10)

### *Annual PDC Raffle*

**1. Purpose:** This is a Standard Operating Procedure of the Guam Chapter of the Association of Government Accountants (Chapter). The purpose of this Standard Operating Procedure is to set forth the rules for determining eligibility for the annual raffle to send members to participate in the Professional Development Conference held each year in the mainland by the National Association of Government Accountants organization. Additionally, the purpose is to define travel related issues for all Chapter travelers.

**2. Eligibility.** The following are the eligibility requirements for the raffle.

- a) Must be an AGA member in good standing.
- b) Must attend (sign in) at least 8 of the 10 meetings during the program year (July 1 to June 30) and prior to the drawing.
- c) Volunteer time in at least one AGA sponsored community activity, i.e. Salvation Army Bell Ringing, Kamelen Karidat Soup Kitchen, annual AGA 5k run/walk/wheel, etc.

**3. Ineligibility.** A member who travels to the Professional Development Conference at Chapter expense from the previous year will not be eligible for the raffle in the following year.

**4. Exceptions.** Exceptions to the rule for the 8 to 10 meeting requirement will be considered if the member is off-island for work related activities or for medical purposes. (The member must be engaged in official business within two days of the date of the meeting.) A maximum of two excused absences will be allowed in any one year period. Excused absences must be coordinated with the Chairperson of the Membership Committee.

**5. Time of Drawing.** The drawing will be held each year at the general membership meeting two months prior to the month of the national conference. The drawing usually takes place in April or May. For example, if the national conference is to be held July 7-10 of a year, the drawing will be held at the general membership meeting for the month of May. If the conference is to be held June 28-30, the drawing will be held in the month of April. In the event, the conference dates overlap two months, the date of the pre-conference activities will determine the month the drawing is held.

**6. Responsibility.** The Chairperson of the Membership Committee will be responsible for tracking attendance and maintaining a listing of eligible persons. The listing of potentially eligible persons shall be read at the two general membership meetings preceding the date of the drawing.

**7. Number of Trips.** No later than the Chapter Executive Committee (CEC) meeting three months prior to the Professional Development Conference, the Committee will

Effective February 2008

determine how many trips could be funded for the conference in accordance with the Chapter's financial position. The order of funding shall be as follows:

- a) The President-Elect trip for the purpose of representing the Chapter at the national board meeting.
- b) Two raffle trips
- c) Any member receiving a national award
- d) Additional raffle trips

For example, if the committee determines that only one trip can be afforded, the President-Elect will be the only person to travel at AGA expense. If the committee determines that only three trips will fit within the Chapter budget, the President-Elect will attend and a raffle drawing will be held for two additional tickets. Depending on the number of trips available, there will be an additional drawing for a first alternate and a second alternate. In the event one of the drawing winners is not able to attend the conference, the trip will be awarded to the first runner up, etc. The trips are not transferable to another person.

**8. Amount.** The Chapter will pay for the registration fee and a coach ticket taking the most economical, direct route to the conference. The Chapter will pay for the hotel bill where the conference will be held and will attempt to obtain as many hotel scholarships (from AGA National) as possible. The Chapter will also pay for meals and incidental expenses at the rate of \$25 per day. The Chapter will also pay ground transportation costs from the airport to the hotel and back. No other costs will be borne by the Chapter. All costs must be supported by receipts. The maximum number of days of hotel costs and meals and incidentals that will be reimbursed will be for the night preceding the pre-conference courses (usually on a Sunday) and the last night of the conference (usually a Wednesday). For purposes of determining the most economical route, the direct flight to Hawaii will be considered the most economical, direct route and travelers should not be expected to endure more than two layovers if possible at that location. Travelers should take all prudent steps to take advantage of any deals or discounts on travel to the conference destination. Travelers will be allowed to purchase their own ticket using an alternative flight plan but will only be reimbursed for costs using the most economical, direct route for travel. In such instances, the traveler will be required to provide the actual cost of the ticket purchased and an itinerary for the travel at the most economical, direct route.

**9. Trip Report.** Members that travel at Chapter expense will be expected to provide a thoughtful, verbal report at the first general membership meeting following the return from the conference. An expense report must be submitted to the chapter Treasurer within 30 days of the conference date.

**10. Maximizing Training Opportunities.** Because the opportunities for receiving quality training on the island are so limited, members who have the opportunity to travel at Chapter expense are strongly encouraged to maximize the benefit of these training opportunities by attending the pre-conference courses as well as attending the full complement of courses offered by AGA National.

**11. Finality.** The results of the drawing will be final and will not be subject to appeal for any reason.