



SCHOLARSHIP POLICY  
FOR ATTENDING  
THE SPRING AND FALL  
VIRGINIA AREA ASSEMBLIES

May 22, 2018

*This document is the written statement of the Area 57 (Virginia) Assembly scholarship policy that has been in effect for the last 10 years or more in unwritten form.*

**POLICY:** It is the Area 57 policy that lack of money should never be an obstacle to attendance at Assembly. Groups are responsible for paying the registration expense of the representatives they send to the Virginia Area Assembly. Special needs that are not simply personal preferences must be accommodated and paid by the group. When a group is unable to afford all or part of the registration fee, the attendee may request a scholarship from his or her District or from the Virginia Area Assembly.

**PROCEDURE:**

1. The Assembly attendee should request that his or her Group pay the registration fee to the Virginia Area Assembly, or should request that his or her Group reimburse him or her for this expense.
2. If the Group cannot afford this expense or can only afford to pay a portion of the expense, the group representative should contact his or her District Representative to request that the District cover the unaffordable amount. In such situations, the District has the responsibility to cover the unaffordable amount.
3. If neither the Group or District can afford to cover the registration, the District Representative must contact the Treasurer of the Virginia Area Assembly to request that the Area cover the unaffordable amount.
4. The District Representative should provide all relevant information about this lack of funding to the Area Treasurer and should describe the attempts to obtain the funds from the Group and District.
5. When a District Representative cannot afford the registration fee, he or she should follow the same procedure described above, starting with the District Treasurer.

**ILLUSTRATIONS:**

1. A GR decides to attend Assembly. She asks her Group Treasurer to write a check for the registration fee, but the Group Treasurer informs her that the Group can only afford to contribute \$30 to the cost of registration. The GR then contacts the DR to ask if the District can cover the remaining cost of registration. The DR discusses this with the District Treasurer and informs the GR that the District will cover the remaining amount. The GR first registers for the Assembly

and then writes a check to the Virginia Area Assembly from her personal bank account and sends it to the Assembly registration committee. The GR then collects \$30 from her Group Treasurer and the remaining amount from the District Treasurer. (OR, the Group and District Treasurers write separate checks to the Assembly registration committee and give them to the GR who sends them to the registration committee with an explanation.) Checks are always made out to "Virginia Area Assembly" regardless of who writes them.

2. A GR decides to attend Assembly and after discussions with the GR and DR, learns that neither organization can afford to cover the cost of her registration. She then asks her DR to contact the Area Treasurer to ask for an Area scholarship on her behalf. The DR explains to the Area Treasurer why neither the Group nor the District can afford to cover the cost of registration for this GR. If the Area Treasurer agrees to cover this scholarship, he or she will send an email to the DR and to the registration committee chair advising that the Area will cover the cost of this registration.