



Sequoia Pacifica Region 11 Funding Guidelines

Revised May 2017

Please note that this information is subject to change.

Always refer to the most recent version of the Funding Guidelines when filling out your Expense Report.

EXPLANATIONS OF TERMS

- Funding for Housing is for actual room charge up to ½ the Regular Room Rate (or Staff Rate if assigned) per night stayed. Room rate information is provided during Housing sign-ups, but is also available by contacting the Events Coordinator or Housing Manager.
- Mileage is reimbursed at current IRS reimbursement rate
- Per diem is as follows:
 - \$45 per full day
 - \$22.50 per ½ day
- Special Meeting is a meeting held at times other than seminar/convention (i.e.: pre-convention RCSC, Strategic Planning session, etc.)
- Judging Panel Staff refers to Computer Assistant and Page

VIP SEATING AT CONVENTION/COMPETITION

All current and past Regional Leaders (REC and RMT)	Queens of Harmony
All current Convention Committee members	Mic testing quartet
All current Seminars Committee members	Current reigning Region 11 quartet champs
All current Regional Management Staff	International Board of Directors members (IBOD)
All current International Faculty	Current OPL staff (names submitted by OPL)
Past Regents	Noteworthy Award recipients
Past Membership Development Representatives (MDRs)	International Judges
Past Director of Musical Activities (DMAs)	Certified Musical Arrangers (CMAs)
Members with 50 or more years of SAI membership	Installation Brunch Installing Officer(s)
Current Winners' Circle President and Director	Off-Committee Chairs (i.e. YWIH Chair, Webmaster, etc.)
Members of a reigning International Champion Chorus (incl. Harmony Classic)	

	Summer Sizzler		
	Housing	Per Diem	Mileage
Regional Executive Committee	3 NIGHTS	3 DAYS	NO
Regional Managers (incl. Exec. Secretary)	3 NIGHTS	3 DAYS	NO
Regional Sales Chair	3 NIGHTS	3 DAYS	NO
Guest Faculty Hospitality Chair	3 NIGHTS	3 DAYS	NO
Seminar Faculty	SEE BELOW	SEE BELOW	NO

Fall Festival		
Housing	Per Diem	Mileage
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
SEE BELOW	SEE BELOW	NO

	Convention Offsite		
	Housing	Per Diem	Mileage
Regional Executive Committee	N/A	N/A	N/A
Regional Managers (incl. Exec. Secretary)	N/A	N/A	N/A
Regional Sales Chair	N/A	N/A	N/A
Guest Faculty Hospitality Chair	N/A	N/A	N/A
Seminar Faculty	N/A	N/A	N/A

Spring Convention		
Housing	Per Diem	Mileage
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
N/A	N/A	N/A
N/A	N/A	N/A

Housing - Actual room charge up to 1/2 double room charge per night

Mileage is paid at the current IRS rate

Per Diem = \$45/day (\$22.50 per half day)

SEMINAR FACULTY funding depends on the number of classes being taught over the span of the event.

• Teaching one class:

- Per Diem: 1 day Per Diem (\$45)

• Teaching more than one class:

- Housing: Actual room charge up to 1/2 double room charge per night for the number of days teaching
- Per Diem: \$45/day (\$22.50 per half day)

	Summer Sizzler		
	Housing	Per Diem	Mileage
Convention Manager	1 NIGHT	1 DAY	NO
Assistant Convention Manager	1 NIGHT	1 DAY	NO
Assisting Chorus Chair	1 NIGHT	1 DAY	NO
Competition Coordinator	1 NIGHT	1 DAY	NO
Secretary	1 NIGHT	1 DAY	NO
Communications	1 NIGHT	1 DAY	NO
Facilities/BEOs	1 NIGHT	1 DAY	NO
Finance	1 NIGHT	1 DAY	NO
Registration Chair	NO	NO	NO
Housing Chair	NO	NO	NO
OPL	NO	NO	NO
Contest Computer Assistant	NO	NO	NO
Contest Page	NO	NO	NO
Awards Chair	NO	NO	NO
Transportation Chair	NO	NO	NO
Webcast Chair	NO	NO	NO

Fall Festival		
Housing	Per Diem	Mileage
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
1 NIGHT	1 DAY	NO
NO	NO	NO
NO	NO	NO
NO	NO	NO
NO	NO	NO
NO	NO	NO
NO	NO	NO

	Convention Offsite		
	Housing	Per Diem	Mileage
Convention Manager	NO*	1 DAY	YES
Assistant Convention Manager	NO*	1 DAY	YES
Assisting Chorus Chair	NO*	1 DAY	YES
Competition Coordinator	NO*	1 DAY	YES
Secretary	NO*	1 DAY	YES
Communications	NO*	1 DAY	YES
Facilities/BEOs	NO*	1 DAY	YES
Finance	NO*	1 DAY	YES
Registration Chair	NO*	1 DAY	YES
Housing Chair	NO*	1 DAY	YES
OPL	NO*	1 DAY	YES
Contest Computer Assistant	NO	NO	NO
Contest Page	NO	NO	NO
Awards Chair	NO*	1 DAY	YES
Transportation Chair	NO*	1 DAY	YES
Webcast Chair	NO*	1 DAY	YES

Spring Convention		
Housing	Per Diem	Mileage
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
2 NIGHTS	2 DAYS	NO
1 NIGHT**	1 DAY**	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO
3 NIGHTS	3 DAYS	NO

Housing - Actual room charge up to 1/2 double room charge per night
 Mileage is paid at the current IRS rate
 Per Diem = \$45/day (\$22.50 per half day)

*At the Convention off-site, Housing may be granted to members traveling from >100 miles away and is paid directly by the Region - no reimbursement will be paid to the member. Pre-approval by the Convention and Finance Managers for this is required.

** Contest Page - 1 Day/Night funded for each Contest worked

	Summer Sizzler		
	Housing	Per Diem	Mileage
Seminars Manager	3 NIGHTS	3 DAYS	NO
Assistant Manager	3 NIGHTS	3 DAYS	NO
Registration Chair	3 NIGHTS	3 DAYS	NO
Housing Chair	3 NIGHTS	3 DAYS	NO
Novice Contest Judging panel & staff	1 NIGHT	1 DAY	NO
YWIH Contest Judging panel & staff	NO	NO	NO
Sourcebook	1 NIGHT	1 DAY	NO
Videotaping	3 NIGHTS	3 DAYS	NO
Facilities	3 NIGHTS	3 DAYS	NO
Secretary	3 NIGHTS	3 DAYS	NO
Finance	3 NIGHTS	3 DAYS	NO
Assisting Chorus Chair	3 NIGHTS	3 DAYS	NO

	Fall Festival		
	Housing	Per Diem	Mileage
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	1 NIGHT	1 DAY	NO
	1 NIGHT	1 DAY	NO
	1 NIGHT	1 DAY	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO
	3 NIGHTS	3 DAYS	NO

	Convention Offsite		
	Housing	Per Diem	Mileage
Seminars Manager	N/A	N/A	N/A
Assistant Manager	N/A	N/A	N/A
Registration Chair	N/A	N/A	N/A
Housing Chair	N/A	N/A	N/A
Novice Contest Judging panel & staff	N/A	N/A	N/A
YWIH Contest Judging panel & staff	N/A	N/A	N/A
Sourcebook	N/A	N/A	N/A
Videotaping	N/A	N/A	N/A
Facilities	N/A	N/A	N/A
Secretary	N/A	N/A	N/A
Finance	N/A	N/A	N/A
Assisting Chorus Chair	N/A	N/A	N/A

	Spring Convention		
	Housing	Per Diem	Mileage
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO
	NO	NO	NO

Housing - Actual room charge up to 1/2 double room charge per night
 Mileage is paid at the current IRS rate
 Per Diem = \$45/day (\$22.50 per half day)