



HARMONY HEARTLAND REGION 4

DISBURSEMENT GUIDE

Effective May 1, 2019

TABLE OF CONTENTS

Regional Convention Disbursements.....	1
Regional Events Disbursements.....	3
International Convention/International Education Symposium.....	4
Chapter Visits.....	4
Regional Management Team Meetings.....	4
Regional Faculty and Staff.....	4
Internationally Funded Visits.....	6
Gifts to Regional Competitors Representing Region 4.....	6

Regional Convention Disbursements

Convention Coordinator (CC):

- 4 nights lodging at full room rate
- Mileage @ .42 per mile
- 4 days per diem @ \$30 per day
- All events pass

Chair of the Regional Convention (CRC):

- 4 nights lodging at full room rate
- Mileage @ .42 per mile
- 4 days per diem @ \$30 per day
- All events pass

Official Panel Liaison (OPL):

- 4 nights lodging at full room rate
- Mileage @ .42 per mile
- 4 days per diem @ \$30 per day
- All events pass

Events Coordinator:

- 4 nights lodging at full room rate
- Mileage @ .42 per mile
- 4 days per diem @ \$30 per day
- All events pass

Education and Finance Coordinator:

- 4 nights lodging up to half room rate
- 3 days per diem @ \$30 per day
- All events pass

Marketing and Communications Coordinator:

- 3 nights lodging up to half room rate
- 2 days per diem @ \$30 per day
- All events pass

Regional Management Team (Directors, Membership, Team):

- 2 nights lodging up to half room rate
- 2 days per diem @ \$30 per day
- All events pass

Contest Logo Creation, Contest Program, Post Events Newsletter:

- All events pass

Chairs Including Hub, Volunteer, Logistics, Stage Managers, Recording, Pre-Stage, Jumbotron and Webcast:

- 3 nights lodging up to half room rate
- Mileage @ .42 per mile
- 2 days per diem @ \$30 per day
- All events pass

Chairs (not listed above as listed on the Standing Rules Addendum – Chart of Regional Steering Committee):

- 2 days per diem @ \$30 per day
- All events pass

Emcees and Pages:

- All events pass
- Lunch

Mic-Testing Quartet:

- All events pass

Awards, Public Relations, Recording, Afterglow Committee, Stage and Webcast Assistants:

- All events pass

Regional Events Disbursements

Regional Management Team:

- Up to 2 nights lodging at full room rate
- 2 days per diem @ \$35 per day
- Registration fee
- Mileage at .42 a mile

Ways and Means Chair, Registration Chair, and Event Assistant, if working:

- Up to 2 nights lodging up to half room rate
- 2 days per diem @ \$35 per day
- Registration fee

Regional Faculty and YWIH Coordinator, if working:

- 1 night lodging up to half room rate
- 1 days per diem @ \$35 per day
- Registration fee
- Mileage at .42 a mile

International Convention/International Education Symposium

Regional Management Team:

- Not to exceed \$750 per coordinator in expense reimbursement in combination for two international events annually

Chapter Visits

For duties as assigned by the Regional Management Team:

- Mileage @ .42 per mile
- 1 days per diem @ \$35 per day

Regional Management Teams Meetings

(For RMT and invited attendees)

- Mileage @ .42 per mile
- 1 days per diem @ \$35 per day

Regional Faculty and Staff

(For duties as assigned by the Regional Education Coordinator)

- Mileage @ .42 per mile
- 1 days per diem @ \$35 per day

Internationally Funded Visits

- Mileage @ SAI rate
- \$50 fee (to be paid by chapter)
- Lodging and meals , if required paid by chapter

Gifts to Regional Choruses, Quartets and Directors representing Region 4 at International Competitions and Meetings

Gifts to Regional Champions representing Harmony Heartland Region 4 at International Competitions will be made in accordance with this schedule and will be made contingent upon the availability of Regional funds. Final yearly decisions will be based on the current budget.

Total of all gifts not to exceed \$10,000.00 per year.

Regional Champion Chorus	\$3,000 presented at Fall Fling
Division A Harmony Classic Competitor	\$2,000 presented at Fall Fling
Division AA Harmony Classic Competitor	\$2,000 presented at Fall Fling
Regional Wildcard Chorus	\$2,000 presented at Fall Fling
Regional Champion Quartet	\$750 presented at the Awards
Regional Wildcard Quartets	\$500 presented at Fall Fling
Regional Top Fifteen Quartets	\$500 presented at Fall Fling
Rising Star Quartet	\$500 paid after competition (plus registration fee by the registration deadline)
Other Quartets	\$100 presented at Fall Fling for Region 4 members who did not compete in region