

Minnesota State Assembly

Delegate/Alternate Agreement Policies

Purpose: To encourage CST's/members to get involved and want to be on the Board as well as go to the National Conference representing the MN State Assembly as Delegates/Alternates.

1. President – Registration, Hotel Stay for the night before pre-conference events through following morning after the Closing Night Reception, and airfare will be paid for by MN AST. They will be responsible for any additional hotel nights of stay pre-conference and post-conference, checked bags, food and other expenses of the trip out of their own pocket. They must fulfil all that is outlined in the Delegate/Alternate agreement or they will have to reimburse the MN AST.
2. Vice President, Secretary, Treasurer, and Directors - \$1,100 per person as a Delegate/Alternate at Nationals. (\$1,100 as being about 3/4th the cost of going to the National Conference; with Registration around \$350 and \$750 can be used towards their airfare or hotel stay.) All money will be reimbursed after the National conference is over and all parties have attended and completed all parts outlined in the Delegate/Alternate agreement. If they do not fulfil all that is outlined in the Delegate/Alternate agreement they will not be reimbursed by MN AST.
3. Non-board members – As a Delegate/Alternate, MN AST will reimburse \$750 towards the cost to attend the National Conference. They will sign the Delegate/Alternate agreement and have attended and completed all parts outlined in the Delegate/Alternate agreement outlined by the agreement to receive payment after the conference. If they do not fulfil all that is outlined in the Delegate/Alternate agreement they will not be reimbursed by MN AST.

4. Written summary - The Delegates/Alternates will be required to submit a written summary to the MN State Assembly President or Treasurer before receiving a reimbursement check. This will show the MN AST members what our Delegates/Alternates experienced and learned while attending National Conference as a representative of the state of Minnesota.

5. Reimbursement- A reimbursement check will be issued after the National conference is over; from before Closing Night Reception up to one week after the National conference. The Delegates/Alternates must have attended and completed all parts outlined in the “Delegate/Alternate Agreement” to receive a reimbursement. If the Delegate/Alternate does not fulfil all that is outlined in the “Delegate/Alternate Agreement” they will not be reimbursed by MN AST.

6. A Social Dinner - At the National Conference, a social dinner out will be organized for the MN AST Delegates/Alternates attending the National conference as a “thank you” for serving as a Delegate/Alternate for the state of Minnesota. MN AST will pay for the food and beverage expenses of this dinner; alcoholic beverages excluded.