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| **Standard Operating Procedure for General Assembly Delegates** |



SOP for General Assembly Delegate Participation- note stipend amount is subject to change annually and is to be inserted yearly on the delegate agreement.

Outline for how stipend for delegates attending General Assembly (GA) will be awarded.

**Assumptions**:

* All delegates must be present and participating in all GA activities including pre-assembly meetings and ensure their vote is entered in order to receive stipend for their services. This is part of the Delegate responsibilities that are outlined in the Delegate Agreement. Tardiness, lack of attention, or failure to attend any portion of General Assemble may result in forfeiture of stipend.
* Each delegate will be given an assignment by the team captain to report on to the delegate group. Typically, this assignment is review of a resolution, but may vary.
* CO ENA will provide a stipend (less any expenses accrued by delegate prior to GA such as hotel/airfare booked by CO ENA) to delegates who have submitted required receipts prior to the end of GA. For delegates who have not submitted required receipts, they will be provided a 1099 form in order for them to report the stipend as income and submit their receipts/expenses against that income as they file their personal income tax. This form will be returned to the delegate by year end for tax purposes. Once the completed 1099 form is completed and returned to the Treasurer, the stipend (less accrued expenses noted above) will be provided to the delegate. This can happen the last day of GA. Submitting receipts early via Treasurer@ColoradoENA.org is encouraged.
* Questions about receipts/expenses required for stipend support/substantiation can and should be made to the Treasurer.
* Delegates may request a board member book their flight and hotel using Colorado ENA funds. These amounts will be subtracted from the stipend as noted above. If booking hotel rooms and there is an intent to share rooms, both delegates should be listed when this request is made, in order to divide the amount subtracted from each stipend. In the event a member cannot attend GA and doesn’t properly cancel the member will be accountable to reimburse Colorado ENA for all fees related to hotel/airfare. A member who does not comply within 3 months will be considered not in good standing and reported to National ENA.
* Delegates may not substantiate stipend with receipts for tax purposes for any item paid for by any other entity. (Common term "double dipping") Delegates may request reimbursement of excess expense if the item is not fully reimbursed (ex: an employer pays for a portion of room expense but does not pay entirely).
* In the event the GA format changes (ex: number of days) the board may make changes to this SOP prior to delegates accepting their appointments. Additional funding may be approved by the board at any time.

**Lodging**: Stipend is estimated to provide participants with 3 half night hotel stays. Delegates can contact other delegates at the emails provided by the board (delegate contact list) to attempt to find someone to share a room with if needed.

**Airfare**: Airfare to and from the conference is an expense that can be used for stipend for tax purposes. Travel dates need not exactly reflect the dates of GA (ex: a delegate chooses to arrive early or depart after the education conference).

**Travel**: Roundtrip travel for the airport and parking will be also be accepted as stipend validation. Mileage at the standard rate (determined by National ENA) may be used as well.

In the event that hotel is required the night before a flight, this may be considered a reasonable expense (ex: delegate lives more than 100 miles from the airport).

**Attire**: Delegates typically have a Colorado ENA branded clothing item to wear during GA. Purchase of this item is a delegate responsibility but is taken into account when the delegate stipend amount is determined. Delegates may be expected to conform to a group standard (ex: black pants and white shirt). Delegates will receive advanced notice prior to General Assembly. Delegates are to be mindful they are representing CO ENA and dress should reflect professional business or business casual attire.

**Per Diem**: Delegates can also utilize the stipend to pay per diem expenses such as meals or snack. These expenses can be submitted with your receipts to substantiate your stipend for tax purposes but are not required. Alcohol is not considered an appropriate per diem expense.

**Delegate Meal:** The CO ENA delegates will meet after the first day of GA to conduct business associated with the GA. This is a mandatory meeting for all delegates. The meal (excluding alcohol) will be provided by CO ENA Board.

**Failure to comply with any of the above may result in complete revocation of delegate stipend.**