

## HOST-TO-HOST SEED FUND

[Authorized by SCS Standing Rules revision of September 30, 1995] Host-to-Host Fund (SR-7):

Section 1. The Host-to-Host Seed Fund is established to assist Chapters in handling the expenses of hosting a SCS Business Meeting. The Host-to-Host Seed Fund will be administered according to Standard Operating Procedures.

1. The Host-to-Host Seed Fund is also referred to as the SCS Meeting Seed Fund. The seed money will be available as a loan to a Chapter at any time in advance of the South Central Section (SCS) Meeting the Chapter is hosting. The money is to be used to cover expenses which must be paid before the Chapter begins to receive income from registrations. The SCS Treasurer will maintain a ledger to track Chapters that have or will host an SCS Meeting, to record monies (loaned) paid to a Chapter and repayment received from a Chapter.
2. In October 2018, the SCS members approved an increase in the fund to \$1,500. That amount is sufficient to cover 3 loans of up to \$500 each. For example, the fund could support a loan to a Chapter that recently hosted an SCS Meeting but has not yet finalized their financial reports, plus 2 loans to 2 Chapters what will be hosting an SCS Meeting in the following 12 months. Other scenarios will be possible.
3. A Chapter hosting an SCS Meeting may request a loan from this fund, in writing, to the SCS Treasurer, with a copy to the Vice-Governor. The request may be for any amount up to \$500.00. The check will be made out to the Chapter. Include in the written request the name and address of the Chapter Treasurer in case The 99's online directory is not current. Note that it is expected that the Host Chapter will budget income and expenses so that the seed money can be repaid to the Section, who can then make the money available to another Host Chapter.
4. Upon receipt of the check, the Host Chapter shall set up its records to record the receipt of the money as an advance ("seed money", "loan"). This loan is a liability due to be repaid to the Section upon conclusion of the SCS Meeting that the Chapter is hosting. Be sure to retain all receipts of income and expenses to substantiate your Income/Expense report.
5. Within 60 days of the conclusion of the SCS Meeting, the Host Chapter shall submit its Income/Expense Report for the SCS Meeting to the Vice-Governor.
  - A. If the Chapter cannot repay the full amount of the loan, the Chapter may request forgiveness for some or all of the loan, and give reasons for forgiveness, when submitting its report to the Vice-Governor. The SCS board will review the report and decide to approve or modify the request.
  - B. When repaying the loan, send a check for the full amount of the loan, or the amount approved by the SCS board, to the SCS Treasurer, along with a copy of the Income/Expense Report.