



CONVENTION OF STATES

Event Payment Request Procedure (State Teams)

As a State Director (SD), if you would like Convention of States (COS) to fund an event in your state, please submit an Event Payment Request Form to payment@selfgovern.com. A copy of the form is available for download in the [COS online Library here](#) and can also be obtained by contacting your Regional Director (RD) or payment@selfgovern.com.

Event requests can take the form of requests for payment of event fees, venue costs, printing charges, etc. **Please note that COS only pre-pays approved expenses, we do not provide reimbursement for past expenses.**

The SD for each state is the person who should submit this request. In states which do not have a current SD, the RD will submit the request. Requests from other individuals in the state will be returned unless they are submitted through the RD.

Please submit your Event Payment Request Form at least 3 weeks before payment is due. We will consider requests on shorter notice as circumstances allow, but it is often difficult to accommodate last-minute requests.

Once you submit your request, it will be sent to your RD, as well as the organization's Executive Vice President and General Counsel, for approval. Here are some of the factors we consider when deciding whether to grant an event payment request:

- Is the Event consistent with the organization's mission?
- Is the Event a cost-effective use of organizational funds?
- Is there a strategic reason for this Event?
- Does the Event conflict with the organization's legal status or raise other legal concerns?
- **No COS funds will be used to purchase alcoholic refreshments.**

From our experience, flashy venues, high priced headliners, and other expensive entertainment rarely make sense as part of the event. Please include rationale for why your event should need these components if you choose to request them. **Please do encourage photography and video at the event for posting on our Social Media pages.**

Please review the Post Event Questionnaire, and after your event, please submit to payment@selfgovern.com. This way we can evaluate how successful the event was and better prepare for future events. If we do not receive your Questionnaire, your state will be disqualified from future event funding until the Questionnaire is submitted and reviewed.

Also, if any videos and/or photos were taken please [upload them to our Videographer at this link](#) to promote your event on social media and through other news channels.

If you have any questions about this procedure please contact your Regional Director or payment@selfgovern.com.