

# VRPS Service Area, Resource Group, and Committee Calendar Guidelines

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1. Keep your VRPS membership current: committee and board members **must be VRPS members in good standing**.
2. Put your workshops, meetings, and events on the [VRPS Calendar](#). Login to the VRPS website and [check here](#) as to who the contact is for your group (must be logged in as a VRPS member to see the list).
3. Add your Board members, including email addresses and roles on the Board, to your web pages.
4. Work with and include your [VRPS Board of Directors liaison](#) for all questions/issues/projects.
5. Use the documents, forms, and templates available at <http://www.vrps.com/Resources/DocumentsForms.aspx> for all VRPS workshop and finance-related business. You must be logged in as a VRPS member to access the forms.
6. Note the following dates, all of which are on the VRPS Calendar:
  - **3/30, 6/30, 9/30, 12/30**: Profit & Loss statements distributed to Treasurers, Board Chairs, and VRPS Liaisons. As always, these statements are available upon request as well.
  - **July 15**: Next year Service Area/Resource Group ballot information due to Central Office (candidates, bios, photos, positions available, terms of Board, etc.)
  - **August 1**: Next year Service Area/Resource Group board ballots open
  - **August 31**: Next year Service Area/Resource Group board ballots close and results reported to SA/RG 2016 Boards
  - **1<sup>st</sup> Tuesday in September**: ballot results reported to existing Service Area/Resource Group boards
  - **October 31**: Next year Service Area/Resource Group proposed budgets and Year-End Distribution Forms due to Central Office. It is suggested that current year and next year Boards, as well as VRPS Board liaisons, collaborate on creating proposed budgets and distribution forms.
  - **3<sup>rd</sup> Thursday in November**: Next year Service Area/Resource Group proposed budgets reviewed/approved at VRPS Board of Directors meeting

## Other points to note regarding events and scholarships:

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1. Please allow a **minimum of 30 days to setup online registration for your event.**
2. Approved scholarships are funded at the early, online, VRPS-member registration rate.
3. Scholarships funded by Service Areas and Resource Groups must be funded at the percentage chosen for ALL scholarships for the budgeted year. In other words, funding percentage must be uniform throughout the year.
4. Scholarship application periods will close on the last day of the early registration period for the event.
5. The early registration period must allow for the Foundation Scholarship Committee to have adequate time to review all applications and select recipients. **It is recommended that the early registration period end a minimum of 2 months prior to the event date.**
6. Scholarship applicants are encouraged to (1) register for the event during the early registration period so as to maximize potential scholarship finances on their own behalf, and (2) select “Bill Me” as their payment option. Winners will be notified and provided with a discount code to apply towards their outstanding registration invoice, after which they can pay the remaining balance, if applicable.
7. Scholarships are only valid for those recipients selected by the Foundation Scholarship Committee – no transferring is permitted.