

**POLICY 7:** PAPP Chapter Incentive Summary is as follows:

**1. Educational Voucher Raffle for Chapter Meeting Attendees:**

- Four (4) - \$200.00 education vouchers to be raffled per year at Chapter meetings.
- Winner must be in attendance when their name is drawn.
- May be used for PAPP sponsored educational seminars, regional conference expenses, NIGP Forum expenses or NIGP bookstore expenses.
- Valid for 12 months from the date issued and not transferable.
- Estimated annual cost - \$800.00

**2. Educational Voucher Raffle for Entire Membership:**

- Two (2) - \$200.00 education vouchers to be raffled per year among the entire membership.
- Winners do not have to be in attendance when their name is drawn.
- May be used for PAPP sponsored educational seminars, regional conference expenses, NIGP Forum expenses or NIGP bookstore expenses.
- Valid for 12 months from the date issued and not transferable.
- Estimated annual cost - \$400.00

**3. Seminars with Low Registration:**

- The Chapter will purchase empty seats when a class size requirement is one (1) seat short.
- The Professional Development chair is given blanket authorization to fill the one (1) extra seat.
- If no facility fee is being charged, first chance to use the seat will be given to chapter members of the host facility.
- If a facility fee is being charged, the Professional Development chair will notify the entire membership & the seat will go to the first responding member.
- If two (2) seats need to be filled, the Professional Development chair & President are jointly given the authority to decide.
- Costs for any seats raffled to members shall be capped at the NIGP member registration fee. If the recipient does not hold NIGP membership, they will be responsible for the difference in cost between the Member and Non-Member rates.
- Estimated annual cost - \$2,100.00

**4. Chapter Hosted Conference Registration Voucher Raffle for Entire Membership:**

- Two (2) - Vouchers to be raffled per year to cover the actual registration fee for any Chapter hosted conference held within NIGP Area 2 (Delaware, District of Columbia, Maryland, Pennsylvania and Virginia).
- Estimated annual cost - \$350.00

**5. NIGP Forum Expenses for President:**

- The Chapter will pay for up to \$2,500.00 worth of the President's expenses (registration fee, travel, meals and hotel) to attend the annual NIGP Forum.
- If the President chooses, he/she may use the funds to attend any one (1) Chapter hosted conference held within NIGP Area 2 (Delaware, District of Columbia, Maryland, Pennsylvania and Virginia) in lieu of attending the NIGP Forum, but may not exceed the \$2,500.00 budget.

- If the President is unable to attend and #'s 6 and 7 below are not funded in a given PAPPAs budget year, the incentive will be extended in the following order until someone can go: First Vice President, Second Vice President, Secretary, Treasurer.
- Estimated annual cost - \$2,500.00

**6. NIGP Forum Registration for Officers:**

- The Chapter will pay the early registration fee for all Officers (First Vice President, Second Vice President, Secretary and Treasurer) attending the annual NIGP Forum.
- The funds may also be applied to travel, meal and/or hotel expenses, in lieu of registration, but may not exceed the early registration amount.
- If an Officer chooses, he/she may use the funds to attend any one (1) Chapter hosted conference held within NIGP Area 2 (Delaware, District of Columbia, Maryland, Pennsylvania and Virginia) in lieu of attending the NIGP Forum, but may not exceed the \$900.00/person budget.
- Estimated annual cost - \$3,600.00 (\$900.00 per Officer)

**7. NIGP Forum Expenses for Officers:**

- The Chapter will pay for expenses (travel, meals and hotel) for all Officers (First Vice President, Second Vice President, Secretary and Treasurer) attending the annual NIGP Forum.
- The funds may also be applied to registration, in lieu of expenses, but may not exceed the \$1,600.00/person budget.
- If an Officer chooses, he/she may use the funds to attend any one (1) Chapter hosted conference held within NIGP Area 2 (Delaware, District of Columbia, Maryland, Pennsylvania and Virginia) in lieu of attending the NIGP Forum, but may not exceed the \$1,600.00/person budget.
- Estimated annual cost - \$6,400.00 (\$1,600.00 per Officer)

**8. Area 2 Conference Expenses for Immediate Past President and President's Appointee:**

- The Chapter will pay for up to \$600.00 worth of the Immediate Past President and President's Appointee expenses (registration fee, travel, meals and hotel) to attend any one (1) Chapter hosted conference held within NIGP Area 2 (Delaware, District of Columbia, Maryland, Pennsylvania and Virginia).
- If either chooses, the funds may also be applied to expenses (registration, travel, meals, hotel) to attend the annual NIGP Forum, but may not exceed the \$600.00/person allotment.
- Estimated annual cost - \$1,200.00 (\$600.00 per Person)

**9. Yearly Chapter Membership Dues for All Board Members:**

- The Chapter will pay for All Board Members' membership dues.
- Estimated annual cost - \$105.00

**10. New Membership Packet:**

- New members will receive a packet that includes a membership plaque and two (2) free lunch vouchers.
- Lunch vouchers are to be used at meetings within one (1) year and are not transferable.
- Estimated annual cost - \$90.00

### **11. Lunch at Chapter Meetings:**

- Chapter will pay for lunch during a meeting no more than two (2) times per year at the full discretion of the President.
- Estimated annual cost - \$450.00

### **12. Door Prizes:**

- Chapter will periodically give away door prizes at Chapter meetings at the full discretion of the President.
- Estimated annual cost - \$0.00 (based on giving away current items until they run out)

### **13. Members Serving on NIGP Committees:**

- Chapter will pay up to \$300.00 each (annually) of member committee meeting expenses (hotel, travel, meals) for those members serving on an NIGP Committee.
- This will be handled as an expense reimbursement.
- Members may petition the Board for additional funds, above the \$300.00 maximum, on a case by case basis, should the maximum annual cost not be met.
- Estimated annual cost – \$900.00

### **14. Members Serving on PAPPAs Standing Committees:**

- Chapter provides a \$400.00 education voucher for members serving as chairperson of any PAPPAs standing committee.
- Chapter provides a \$200.00 education voucher for members serving on any PAPPAs standing committee.
- May be used for PAPPAs sponsored educational seminars, regional conference expenses, national forum expenses or NIGP bookstore expenses.
- PAPPAs Standing Committees are listed in the PAPPAs By-Laws.
- Limited to one (1) voucher per person, regardless of the number of committees a member is appointed to.
- Maximum number of incentives will be the total number of minimum members of all standing committees per the By-Laws.
- Estimated annual cost – \$5,200.00

### **15. Members Serving on the NIGP Governing Board:**

- Chapter will pay for up to \$1500.00 worth (annually) of member's expenses (hotel, travel, meals) relative to official Board and other NIGP functions for those members serving on NIGP's Governing Board.
- This will be handled as an expense reimbursement.
- Estimated annual cost – \$1,500.00 (based on one (1) NIGP Governing Board seat)

### **16. Members Serving on the NIGP Chapter Ambassador Team:**

- Chapter will pay for up to \$1000.00 worth (annually) of member's expenses (hotel, travel, meals) relative to official Chapter Ambassador Team and other NIGP functions for those members serving on NIGP's Chapter Ambassador Team.
- This will be handled as an expense reimbursement.
- Estimated annual cost – \$1,000.00 (based on one (1) NIGP Chapter Ambassador seat)

### **17. Large Agencies hosting NIGP Seminars through PAPP:**

- Large agencies hosting NIGP Seminars through PAPP will receive a free seat at the class when the agency hosting the event has 15 or more students from that agency attending.
- The free seat will be equal in value to the Early Registration Fee for an Institute Member.
- The 15 students can come from more than one department within the hosting agency (i.e. 10 students could be registered from the Procurement Department and 5 students from the Finance Department)
- The hosting agency is only eligible for the free seat if all 15 students from the hosting agency attend the class and PAPP receives a rebate from NIGP which at minimum covers the cost for the free seat.
- This incentive would apply to any NIGP class/seminar (1-day, 2-day, 3-day, etc.).
- Hosting agency will register and pay for the 15th student prior to the class being held.
- Hosting agency will submit one reimbursement request to include postage, food, beverage and the free seat (as applicable based upon the incentive) for the PAPP Treasurer to process one reimbursement to the hosting Agency for a given class.