

MONTANA COLLEGE ATTAINMENT NETWORK

BOARD OF DIRECTORS OPERATING GUIDELINES

## **Preamble**

These “Operational Guidelines” are established in order to provide accepted procedures and activities for members of the Montana College Attainment Network (hereafter referred to as MCAN).

These Guidelines are subordinate to the Bylaws and supersede any historical documents that were created prior to MCAN becoming its own 501c3 in 2015.

ARTICLE I – NAME

Montana College Attainment Network

1300 W Park St

Butte, MT 59701

ARTICLE II – PURPOSES, GOALS, AND OBJECTIVES

The purposes, goals, and objectives of MCAN shall be to serve, support, and enhance our affiliate members in their efforts to increase postsecondary attainment, participation, and completion for all Montanans.

ARTICLE III – MEMBERSHIP

Any person is considered an active member of MCAN as long as they are individuals, or entities, whose interests and objectives are consistent with the purposes of the network. Upon receipt of application and membership fees, as determined by the Leadership Council, an individual or entity shall be considered a member of the network. This can include but is not limited to active participation at membership meetings, committee meetings, and/or assisting MCAN with its projects and activities.

ARTICLE IV – MEMBERSHIP DUES

The MCAN Network Manager invoices individuals and organizations for renewed membership each June via the MCAN PayPal account. A sample invoice is attached in Appendix A. New members pay a prorated membership from date of membership to June 30 for their first year, as the MCAN membership year runs July 1 to June 30.

ARTICLE V– BOARD OF DIRECTORS

The Board of Directors is comprised of up to 10 voting members.

The **MCAN Leadership Council Chairperson** will serve as a non-voting member and whose term is determined as long as they hold the position of Chair. The MCAN Leadership Council Chair cannot serve as a Board Officer.

The **Network Manager** will serve as a non-voting member and whose term is determined as long as they hold the position of Network Manager. The Network Manager cannot serve as a Board Officer.

Representation from the following sectors are encouraged:

Adult Education

Business Community

Civic/ Volunteer groups

Media

K-12 Education

Higher Education (Two–year, Four–year, private, and public)

Community Foundations

School/College Counselor

Workforce/Industry

State/Local/Tribal Governments

Youth Groups

Individual Adults

Individual Students—who will be given the choice to serve a one, two, or three-year term.

Officers of MCAN affiliate members

### **Job Description/Duties**

Board Members will attend the majority of Board meetings and will be expected to make decisions on issues and policies pertaining to the functioning of MCAN as a whole. They will regularly participate in MCAN functions, keep themselves educated on MCAN issues, and attend Leadership Council planning meetings bi-annually. Whenever possible, the board members will attend the annual conference.

#### **President:** The President shall have general oversight over the management of MCAN and the board officers and will work in conjunction with the MCAN Leadership Council Chair. The President shall preside at all board meetings and may generally perform all duties incident to the office of President and other duties as assigned. They shall execute all documents or instruments for the board, and they may appoint special work groups to perform lawful functions as the Board may prescribe. The President will ascend to the position of Past President upon completion of their term. The President will work with the MCAN Leadership Council Chair and the Network Manager to create agendas for all board meetings.

#### **Vice President:** The Vice President shall assist the President in the performance of the duties of that office and shall perform other duties as may be assigned by the Board of Directors or the President. In the absence of the President, the Vice President shall perform all duties of the President, and when so acting, shall have all the powers of and shall be subject to all the restrictions on the President. The Vice President also serves as the Board Secretary.

#### **Treasurer:**  The Treasurer shall monitor distribution of all funds and make a financial report quarterly to the Board of Directors and annually at the Leadership Council meeting or the annual members meeting. They will also have regular contact with the Network Manager to maintain a complete understanding of MCAN’s financial responsibilities.

#### **Secretary:**The Vice President also serves as Secretary and is expected to take board meeting minutes and send those minutes out for review by Board members and will prepare for approval before the next board meeting. The Network Manager will also ensure that all board meeting notes are accessible to MCAN members. This position may be combined with the Treasurer position.

#### **Past President:**  The immediate Past President shall be a member of the board and shall use their experience to assist the board in the completion of their duties.

### **B. Nominations**

Members of the Board are nominated for those positions by the general membership. Members will bring names and contact information for nominees to the Board Officers throughout the year. Nominations will also be taken from the floor at the annual meeting. The Board Officers will then contact the nominees and share MCAN information with them. The nominee will provide the Board with a letter of interest or application.

**C. Elections**

Nominees to the Board will be voted on by the Board of Directors. When vacancies occur prior to the end of a member’s term, the Board will look for and vote on replacements for that position as soon as possible to serve out the remainder of the term. For Board positions that term out, recruitment and voting will occur in conjunction with the annual meeting and must be elected with a majority vote. Nominees should make every effort to be present for the voting, but their presence is not mandatory.

### **D. Terms**

Each member of the Board of Directors will be asked to serve a term of two years (and can be re-elected but can only serve 2 consecutive terms). Elections will be held at the annual planning meeting and those elected will begin serving their term beginning on the first day of the following month.  (NOTE: Directors shall serve staggered terms to balance continuity with new perspective). Should a Board member be elected to serve as an officer during their second or third year of service, the Board shall be given the power to extend the officer elect’s term.

1. **The President** -will serve in their position for a term of one year.

#### **Vice President** -will serve in their position for a term of one year.

#### **The Treasurer** -will serve in their position for a term of one year.

#### **The Past President** -will serve in their position for a term of one year**.**

#### **The MCAN Network Manager** -is selected through a MCAN hiring process. They will serve on the Board of Directors as part of their job duties, but they will not serve as a Board officer, nor will they be a voting member of the Board of Directors.

#### **The MCAN Leadership Council Chair** -will be selected through a Leadership Council election process. They will serve on the Board of Directors as a part of their job duties; however, they will not serve as a Board officer, nor will they be a voting member of the Board of Directors.

### **E. Resignations and Removal from Office**

Any Board member may resign at any time by giving a written notice of such resignation to the Board.  In the event of a resignation of a Board member, the Board President will appoint a person to fill the seat until the next regular election.

Any Board member may be removed from office by a affirmative vote of 3/4 of the Board members present at a Board meeting or special meeting called for that purpose. Removal may be based on conduct detrimental to the interest of MCAN, for conduct contrary to MCAN’s mission statement, and/or for refusal to render reasonable assistance in carrying out the purposes of MCAN.

Any Board Member proposed to be removed shall be entitled to at least fourteen days’ notice in writing of the Board Meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Board at such meeting.

ARTICLE VI – MEETINGS

**A. Board Meetings**

Board meetings of MCAN shall be held quarterly during the year. The first is the summer planning meeting held in August, the second is the winter planning meeting held in December, the third is held in conjunction with the MCAN Annual Conference in March. The first three are held face to face and their location rotates around the state (to encourage participation), and the last is held via zoom or other electronic means in June. A sample board meeting agenda is attached in Appendix B. The president shall circulate an agenda in advance of the meeting and the board Vice President will circulate meeting minutes post meeting. The Network Manager functions as the archivist and saves the files on the MCAN shared Google drive. Additional or special meetings of the Board may be held at other times as determined necessary by the President. Meetings shall be open to any interested person. Non-members shall have voice but not vote.

**B. Leadership Council Meetings**

Leadership Council meet monthly via zoom. The Wednesday prior to each Leadership Council meeting, the Leadership Council Chair, Board President, and Network Manager will meet to formulate the agenda. The Leadership Council Chair authors and distributes the agenda in advance and leads the meeting. The meeting minutes are kept by the Leadership Council Secretary and are distributed after the meeting. The Network Manager serves as the archivist and saves the files on the MCAN shared Google drive. Meetings shall be open to any interested person. Non-members shall have voice but not vote.

ARTICLE VII – Shared Google Drive(s)

The Network Manager is responsible for the MCAN email (MCAN@mtcollegeattainment.org) and the associated google drive including which members have access to contents of various folders and files. All MCAN documents are to be housed orderly on this drive and access is to be given to the appropriate stakeholders to protect institutional knowledge/history.

A separate google team drive is managed by Student Assistance Foundation (SAF) that houses all MCAN’s financial documents. The drive will be shared by the bookkeeper at SAF with the Network Manager and at the time of annual election, the new Treasurer will be added and the former removed.

ARTICLE VIII- Website and Social Media

MCAN strives to maintain a strong web and social media presence. The current website is [www.mtcollegeattainment.org](http://www.mtcollegeattainment.org) and the domain is registered with godaddy.com and the publishing platform is wordpress.com. The Network Manager is responsible to renew the registration and platform annually. The daily maintenance and updates to the site can be accomplished by the Network Manager or their designee.

Social media sites include a Facebook page titled Montana College Attainment Network. Administrative rights to the Facebook site are granted and revoked by the Network Manager based on annual elections or volunteer positions. A record of who has rights will be kept by the Network Manager.

ARTICLE IX- Conducting Business through Email



Board business may be conducted between meetings through email. Any items requiring a vote or membership approval will be emailed to all voting members of the MCAN Board. Members will have ten days to discuss and respond to any voteable item through email. A simple majority will determine the outcome, the procedure governing e-business is as follows;

1. The President will bring the item to the membership via email with the subject line:
2. MCAN BUSINESS: (subject)\*
3. The body will include the reason for conducting the business and may entertain a specifically worded motion.
4. A motion will be made by responding via email with the subject line:
5. MCAN BUSINESS: (subject): Motion:
6. The body will include the wording for the motion.
7. The motion is seconded by a member by responding via email with the subject line:
8. MCAN BUSINESS: (subject): Motion: Seconded
9. Discussion can follow by responding via email with the subject line:
10. MCAN ASPIRE BUSINESS: (subject): Motion: Discussion
11. The question may be called by any member by responding with the subject line:
12. MCAN BUSINESS: (subject): Motion: Call for the question
13. The body will contain the closing date for objecting to the call for closing. The closing date will be three days after calling for the question. The membership will have three days to object to the call for question. If no one objects to the call for question then the President will call for a vote. If an objection is made the membership will vote on the calling the question.
    1. Any member may object to the call for question by responding with: MCAN: (subject): Motion: Call for the question: Objection The body may contain an argument for continued discussion.
    2. The President will call for a vote on calling the question by responding with the subject line:
    3. MCAN BUSINESS: (subject): Motion: Call for the question: Vote
    4. The body will contain the closing date for voting on the call for question. The closing date will be three days after the vote has been called for.
14. The President will call for the vote by responding with the subject line:
15. MCAN BUSINESS: (subject): Motion: Please vote!
16. The body will contain wording of motion being voted on and closing date for vote. The closing date will be ten days after the vote has been called for.
17. The membership will have ten days to vote by responding via email with the subject line:
18. MCAN BUSINESS: (subject): Motion: (Aye/Nay)
19. The president will close the business by responding via email with the subject line:
20. MCAN BUSINESS: (subject): Motion: (carries/fails)
21. The body will contain a list of who voted and their vote. No quorum is required. Board members shall have one vote each. A simple majority of the board voting shall prevail. Proxy votes shall not be recognized.
22. The entire email collection will be appended to the last regular meeting’s minutes for approval at the subsequent meeting. \* (subject) - Insert text for item of business under consideration; Re: MCAN BUSINESS: (subject) acceptable for all responses.

### ARTICLE X. Conferences and Workshops

MCAN will host an annual conference in March. MCAN may send MCAN representatives to present at other conferences and workshops for the professional development of members and other professionals.

1. **Site**

The annual conference is to be held in Helena on odd years to align with legislative sessions. On even years the conference will be held at rotating locations. The location of the annual conference should be scouted by the Network Manager and presented to the board for approval at least 16 months in advance of the conference. The remainder of conference planning is conducted by the Network Manager and the Conference Planning Committee. The facility must be in compliance with the Americans with Disabilities Act and must provide necessary accommodations. The minimum criteria for selecting a conference hotel site are one–hundred sleeping rooms; one ballroom that will hold a minimum of one–hundred and fifty persons seated at round tables and is not counted as one of the minimum number of meeting rooms, and a minimum of three meeting rooms that cumulatively accommodate one–hundred and fifty persons using a combination of theater and classroom-style seating. Other considerations include the number of current MCAN members and attendance at recent conferences.

**B. Fees**

Registration fees will be charged to cover costs of conference facilities, speakers, supplies, etc. The Board has the authority to set such registration fees as are determined necessary. Until the Board determines that it is necessary to revise registration fees, conference registration fees shall be as follows:

MCAN Member $ 149

Non-Member $ 179

1-Day Registration $1

Registration for AmeriCorps Members who assist with registration, moderating, or other conference duties can be discounted by 50%.

If registration is made after the regular deadline, payment is due at the time of registration. Registration fees will not be waived, nor will special consideration fees be approved, except as otherwise specified in the Operating Guidelines, without the approval of the Conference Chair and Board. Registration fees paid in advance are refundable less a processing charge of $10 if written notice of cancellation is received 30 days prior to the conference. After 30 days, requests for refunds may be considered due extenuating circumstances as determined by the Conference Chair. Refunds will be mailed following the conference. Requests for refunds should be sent to the MCAN Network Manager. Conference fees may be waived for special guests and guest presenters at the discretion of the Conference Chair and approved by the Board.

**C. Conference Guests and Presenters**

The representative of NCAN shall be invited to the Annual Conference each year. A list of the waived registration fees will be given to the Conference Chair and Network Manager before the conference. Political and Educational Speakers: MCAN may provide travel, meals, lodging, and honorarium if requested. No registration fee charged. The Montana Chapter of TRIO may invite its own guests such as the ASPIRE Regional President, the guests travel, meals, lodging, and hospitality is the business of Montana TRIO. This would also apply to other member associations wanting to bring guest speakers for their specific sessions. No honorarium is paid to MCAN members for workshop presentations. Registration fees are not waived for internal presenters.

No registration fees will be charged to MCAN award recipients. Special guests at the award luncheons may include a spouse, mentor, family member but is limited to five guests.

Credit for complimentary hotel rooms should be utilized for the cost of rooms for which MCAN must absorb the expenses.

**D. Conference Non Registration Revenue**

MCAN will use the annual conference as a means to generate revenue for the network. Non-registration revenue comes in the forms of sponsorship, a silent auction, and an off-site fundraising event during conference.

1. Sponsorship
   1. Certificate Level is $200 and it includes an exhibitor table.
   2. Associate Level is $500 which includes certificate level benefits and their logo on the tables during the coffee/snack breaks.
   3. Bachelor Level is $1,000 includes all the above benefits, logo on the MCAN website site, banquet table tent piece, and the naming rights to the silent auction.
   4. Master Level is $2,500 includes everything above and a social media thank you, naming rights to the keynote speaker, and logo in the conference program.
   5. Doctorate Level $5,000 includes everything above, a prominent logo on the website, and a thank you video played during conference.

The fundraising committee is responsible to solicit sponsorships from the MCAN membership and other stakeholders they or the board have identified.

1. Silent Auction

The fundraising committee is responsible to solicit donations from MCAN members and other stakeholders to host a silent auction during the conference. Items will be prominently displayed and the bid sheets will be supervised at all times. The conference program will include a closing time for the auction and winners must pay on site to receive their item. If an item is not sold, the Network Manager will retain it and place it in the next year’s silent auction (unless perishable).

1. Off Site Excursions

The fundraising committee is responsible to identify one excursion that could be held in conjunction with the conference. Examples from the past include pint nights at local breweries or local restaurants donating a percentage of meals sold back to MCAN.

Income from conference, such as on–site registration or silent auction payments are ideally collected with MCAN’s Pay Pal chip reader. Cash and checks collected are to be deposited by the Network Manager immediately following the conference.

**E. Legislator Reception**

Because MCAN exists to influence college access policy, events political in nature will occur in conjunction with the annual MCAN conference. On even years this might be inviting an elected official to address the conference or other similar activity. On odd years, there will be time in the agenda to visit the Capitol and a legislative reception will be held in the evening. MCAN members are responsible to invite their respective members to the reception and the Conference Committee is responsible to provide the members in advance with easily shared invitations. The MCAN board president, or their designee, is responsible to provide a few words of context during the reception that promotes/positions MCAN as the college access and success experts in the state. The reception has been held when MCAN funds are available and the board may opt to not hold it at times when finances prohibit.

**F. Conference Committee**

The Network Manager will identify a Conference Co-Chair. The Co-Chair must be employed by a paid member of MCAN. Travel and per diem expenses for planning the conference, outside the scope of the chairs normal job duties, will be reimbursed by MCAN but expenses for attending the MCAN conference itself is expected to be absorbed by the MCAN member, as it is assumed they would be in attendance anyways.

Membership of the Conference Committee is solicited at the summer planning meeting. The Network Manager and Conference Co-Chair serve as the Conference Committee chairs. The committee functions in a committee within committee structure where individual members or group of members take on tasks that suit their skill set such as fundraising, registration, speakers/breakout sessions, marketing, special events and entertainment.

The annual conference will include an event for distributing MCAN’s annual awards.

MCAN recognizes Montana ASPIRE as a key partner in the MCAN conference and that partnership is further discussed in Section C Fiscal Matters.

ARTICLE XI – MCAN AWARDS

Any paid member of MCAN is eligible to nominate a student or alumni who is or was a direct beneficiary of their services to be recognized as an MCAN achiever. MCAN will host an annual solicitation of nominations and the Network Manager will appoint a selection committee to select the top 5 to be honored at the conference as an MCAN ACHIEVER.

The MCAN College Access Champion award will also be presented at the annual conference. The College Access Champion award will be determined by the Board of Directors.

The MCAN board has discretion to create additional awards as needed.

ARTICLE XII – COMMITTEES

The Board functions as the governing body of MCAN. The Leadership Council serves as the working body of MCAN. A majority of MCAN’s work is accomplished through volunteer committees.

The Leadership Council Chair shall appoint such committees and task forces as are necessary for the purpose of furthering the goals of MCAN.

The standing committees of MCAN shall be the Conference, Governmental Relations, Sustainability, and Data.

Any person sitting on a committee must be a member of MCAN.

The Network Manager is responsible to maintain committee rosters and meeting minutes on the google drive for archivist purposes.

ARTICLE XIII – FISCAL MATTERS

**A. Budget**

The President shall develop a budget for approval by the board members of MCAN within sixty days following the annual MCAN Conference (normally held in March) for review at the June meeting. The procedure and guidelines for development and approval of this budget are attached as an appendix C to these Operational Guidelines.

**B. Bookkeeping**

MCAN currently holds a contract with Student Assistance Foundation to provide the bookkeeping services. The contract is renewed/negotiated annually and the Network Manager is the key negotiator of this contract. The final approval is by vote of the board. At least once every three years, the Network Manger will solicit bids for the bookkeeping services.

When invoices are received by the MCAN Network manager, the manager requests approval from the Treasurer via email, and once approved, pays it using the MCAN checkbook or debit card issued by First Interstate Bank. The invoice is then uploaded into the team drive and the checkbook register is updated manually.

When revenue is received by the MCAN Network manager, by checking the PO Box for incoming payments, the manager makes a photocopy of the check and then deposits it at First Interstate Bank. Deposit slips are uploaded into the team drive and the checkbook register is updated manually. When revenue is received via PayPal, the Network Manager receives a notification of the revenue received and the Manager initiates a transfer from PayPal to the First Interstate Bank account. PayPal quarterly reports are submitted to the Bookkeeper by the Network Manager.

Prior to the Board’s quarterly meetings the bookkeeper will reconcile the uploaded documents into a quarterly statement and present the quarterly statement to the Network Manager and Treasurer one week prior. If there are any discrepancies, a conference call will be held to reconcile so that a complete and accurate report can be given to the Board by the Treasurer.

First Interstate Bank mails MCAN a monthly bank statement to the PO Box. The Network Manager uploads the statement to the team shared drive and both the Treasurer and Bookkeeper review it. If there is reason to question, a conference call is called. If there is nothing notable, conversation is held during the preparation of quarterly reports as outlined above.

**C. Memorandums of Understanding**

MCAN exists to support the growth and development of college attainment and access in Montana, therefore from time to time it makes sense to provide services to or partner with members of the network. Memorandums of Understanding will be put in writing with annual expiration dates and renewed as needed. The Board President will be the authorizing agent for all Memorandums of Understanding.

Current Memorandums of Understanding are;

1. GEAR UP (GEAR UP’s sponsorship of the MCAN conference)
2. University of Montana Upward Bound (for MCAN to serve as a fiscal agent of a scholarship fund)
3. Montana ASPIRE

Copies of these MOU’s are on the google drive.

**D. Network Manager**

MCAN will employ a part-time Network Manager to meet the Network’s organizational and logistical needs. The contract is dated July 1, 2018- June 30, 2019. The contract negotiations occur annually between the existing Network Manager and the Board President. The Board President is expected to communicate, in executive session, with the board to determine expectations and directions for this negation at the March board meeting.

The Network Manager submits an invoice to the Board President and Treasurer by the 25th of every month and the Board President pays the invoice via check to be delivered by the 1st of the month. Payment is a flat fee of $1,800 for 10-20 hrs/wk work.

At the time the invoice is submitted, it by direction of the contract, includes a work plan for the upcoming month. The President will provide directions to work plan adjustments as needed to meet the priorities of MCAN. All desired adjustments will be communicated to the Network Manager within 3 days of the receipt of the work plan.

The MCAN Network Manager is an independent contractor, therefore no benefits are paid in this position. MCAN is however, responsible for the basic cost of doing business, such as travel, per diem, and postage.The MCAN Network Manager is responsible to request reimbursement as needed.

**E. Reimbursement Forms**

Officers and persons serving as members of committees shall receive no compensation for time or services, but may receive reasonable reimbursement for direct and documented expenses.

MCAN recognizes that as a volunteer organization we often have non employees incurring costs for the operation of the network. A reimbursement form, attached in appendix D, is to be used for all reimbursements. The process for reimbursement form approval and processing is cut and paste language from form here.

**F. Grant Applications/Grant Management**

MCAN is a non-profit organization highly dependent on grant and gift dollars for operational expenses and special projects. A sustainability committee will work to identify grant opportunities, donors, sponsors, etc. Any grant pursued on behalf of MCAN will be developed in conjunction with the Network Manager, Board President and Treasurer. In addition, any proposed budgets will be vetted by the bookkeeper at least two weeks prior to the proposal deadline.

Grant revenue and expenses are tracked separately in the MCAN budget by the bookkeeper and reported to the board in corresponding columns for transparency purposes and to ease repotting to funding agencies.

**G. Non Profit Insurance and indemnity coverage**

BERKELY SELECT – NON PROFIT LIABILITY INSURANCE POLICY

APPENDIX A – Sample Invoice <https://www.paypal.com/invoice/p/#6BPWB7DX6P2ZJZHD>

APPENDIX B – Sample Board Meeting Agenda

**MCAN Board of Directors Meeting**

March 11 2019  
10:00 AM-12:00 PM

Location: the Russell Room at Delta Hotels Helena Colonial, Helena MT  
Or: <https://umontana.zoom.us/j/7830525437>

1. Welcome and Roll Call -Josh

Board: Bixby, Lacey, Miller, Smith, Vanek, Verlanic, Walker   
Non-voting members: Donaldson, Shaw

Guests: Jolene Selby, SAF; Twila Old Coyote and Megan Miller, UM Upward Bound

1. December meeting minutes -Annette

**NEW BUSINESS**

1. Financial report -Amy and Jolene
   1. FY19 Budget finalizing -Amy, Erin
2. Upward Bound Scholarship Request -Josh, Twila, Megan
3. Policy and Procedure Work Group -Annette, Erin, Josh, Amy, Peter
   1. Bylaws revisions and updates -Annette
   2. Operational Guidelines -Amy
4. Board Succession and new member recruitment -Erin, Josh, Annette, Peter
   1. Review applications, discuss current board applicants
   2. Vote (if necessary)
5. Sustainability and funding for MCAN -Josh
   1. Review RHMT sustainability proposal-Josh
   2. Affiliations -Erin
   3. Pursuing grants and donations

**OLD BUSINESS**

     9) Policy Grant update -Peter

     10) Sector updates (all members)

APPENDIX C – Sample Budget https://drive.google.com/open?id=0B4tq29uY\_3MFdGVwemxyUjVpX1lnVEx3ck9GTTVQNnc3amI0

APPENDIX D – Reimbursement Form



**EXPENSE and/or REIMBURSEMENT FORM**

*To receive reimbursement for approved MCAN expenses, please submit this form and* ***all original receipts*** *to MCAN Network Manager.*

*Will this form be used for Network Manager travel? [ ] YES [ ] NO.*

*If yes, this section must be completed prior to travel if no, move to the section below the line:*

*Purpose of travel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date of proposed travel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Approximate cost of travel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Approval for travel (Board chair or treasurer):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature, Date*

1. Requestor's Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Please charge this expense to the \_\_\_\_\_\_\_\_\_\_\_ (ie. 2018-2019) fiscal year:

\_\_\_Awards/ Gifts

\_\_\_Conference

\_\_\_Meals

\_\_\_National Conference

\_\_\_Training

\_\_\_Other

3. Place of expense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) of expense \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Purpose for the expense (briefly describe expense details)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Expense/Reimbursement breakdown

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| --- | --- |
| EXPENSE DESCRIPTION: | TOTAL |
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| TOTAL | $ |

6. Make check payable to: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Send check to this address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. Signature of Requester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Send scan and send this form and enclosures to the Network Manager [mtcollegeaccess@gmail.com](mailto:mtcollegeaccess@gmail.com) or mail to:

MCAN, PO Box 7761, Missoula, MT 59807

10. Approvals: For all requests-approval from the Network Manager is required. For all amounts over $1,000 a second signature from the Treasurer is required.

Network Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_