

AMB Sponsored Community Event Guidelines
Board Adopted- May 2013

- I. Purpose
Promote interest, appreciation and knowledge of basketry

- II. Proposal
 1. Recognized guilds of the AMB may submit a proposal for an AMB sponsored community event through the Vice President-Community Affairs.
 2. The proposal must include:
 - a. The proposed date and time
 - b. The proposed location
 - c. The proposed plan and program
 - d. The proposed budget (any fee charged must show a break down of the cost it will cover)
 3. The AMB Board will review the proposals made and determine whether they will fund or partially fund the event. The AMB Board must respond to all proposals at the Board meeting following receipt of the proposal.

- III. Funding
 1. The AMB Board may approve up to the annual budgeted amount for all AMB sponsored community events combined.
 2. The sponsoring Guild may request an advance from the AMB Board. Within 60 days following the AMB sponsored community event, the Guild(s) must submit verification of income and expenses to the Vice President-Community Affairs.
 3. The AMB will not pay for any incurred expenses that are paid for or covered by any other source. Upon verification of the income statement which includes all income and all expenses, the expenses not covered by any other source, up to the AMB approved amount, will be covered by the AMB. If receipts are not forthcoming, the advance from the AMB Board must be reimbursed in full.
 4. If approved expenses do not equal the advance, the balance must be returned to the AMB Board within 60 days.
 5. Any profit from the event will remain the property of the sponsoring Guild.

- IV. Liaison
 1. The AMB Liaison for the AMB sponsored event shall be the Vice President-Community Affairs.
 2. Once the Guild has been informed of their selection to sponsor the AMB sponsored community event, the Guild must submit written, quarterly reports to the Vice President-Community Affairs to keep the AMB Board informed about the progress of the event.

- V. Amendment Process
 1. These Guidelines may be amended by a 2/3 vote of any scheduled AMB Board meeting.