**NAIFA-Chapter Affiliate Funding Policy**

* All NAIFA-Chapter members who do not belong to a Local Chapter are aligned with an Affiliate area within NAIFA-Chapter. Providing sufficient Affiliate funding is essential to meeting the goal of providing members in Affiliate areas with engagement, programming, and a quality member experience.
* NAIFA-Chapter shall allocate funding for each of its Affiliates in each fiscal year budget to ensure that proper resources are available to support engagement and programming opportunities in Affiliate areas. The amount of such Affiliate funding should be reasonable and NAIFA-Chapter should take into consideration the best practices recommended in the NAIFA Affiliate Program Guide.
* If a Local Chapter within the jurisdiction of NAIFA-Chapter dissolves, any remaining Local Chapter funds shall be transferred to NAIFA-Chapter, to be held in trust as “Legacy Affiliate Funds” for seven (7) years, for the engagement and programming benefit of members within the Affiliate area of the former Local Chapter.
* After seven (7) years, NAIFA-Chapter may assess whether Legacy Affiliate Funds should be allocated elsewhere in the state, or for other purposes, due to changes in Affiliate areas, membership trends, programming needs, or other appropriate considerations related to the mission of NAIFA.
* Legacy Affiliate Funds may be held in the same account as other NAIFA-Chapter funds, or in a separate account, provided that an accounting of Legacy Affiliate Funds is kept and that Legacy Affiliate Funds are listed as a liability on NAIFA-Chapter’s balance sheet.
* NAIFA-Chapter shall make Affiliate funds (including Legacy Affiliate Funds) available to the Affiliate related to such funds, upon written request from an Affiliate or NAIFA-Chapter leader, for reasonable use consistent with the NAIFA mission, provided the Affiliate will use the funds:
	+ To send an Affiliate Leader to an appropriate National or State Chapter event, with a reasonable travel rate of reimbursement, during the same 12-month period; or
	+ To hold an Affiliate program or engagement activity, during the same 12-month period, with a reasonable subsidized cost per person, and upon providing the following to NAIFA-Chapter:
		- Affiliate Leader in charge of the program, activity, or event;
		- Description of the program, activity, or event;
		- Objective of the program, activity, or event;
		- Anticipated attendance at the program, activity, or event;
		- Marketing plan for the program, activity, or event; and
		- A proposed budget for the program, activity, or event.
		- Affiliates should apply the principles of responsible financial stewardship to all uses of Affiliate funding, including reimbursement of only a portion of travel expenses, and/or charging reasonable fees to attend events, so that Affiliate funding is preserved and available for future needs (and to avoid private inurement).
* Affiliate funding requests should first be funded from Legacy Affiliate Funds and then, if Legacy Affiliate Funds are unavailable, from the resources allocated to the Affiliate in NAIFA-Chapter’s annual budget. If both resources have been depleted, the Affiliate must seek prior written and specific budgetary approval from the NAIFA-Chapter Board of Directors prior to incurring any expense.
* Provided Affiliate representative(s) make a good faith and reasonable effort to comply with the requirements set forth in this Affiliate Funding Policy, NAIFA-Chapter shall make no further restrictions or obstacles to the Affiliate’s ability to utilize any funds held in trust, or allocated by the NAIFA-Chapter budget, for Affiliate. Notwithstanding the foregoing, NAIFA-Chapter may require Affiliate to complete forms or other submissions to perform its due diligence, provided that any such requirements do not unduly delay or inhibit the ability of an Affiliate to utilize funds for an approved purpose.