

Aside from dues remittals, chapters may seek 100% reimbursement for Newsletter and Strategic Action expenses, including a stipend for an editor, or Strategic Action Coordinator, up to \$500 for each category. Special attention is drawn to the verification of eligibility requirement in each case. These criteria can be met at the end of each semester for up to \$250 each, or at the end of the spring semester for up to \$500 each.

### Newsletters

#### Amount

Chapter expenses related to a chapter newsletter and/or web site, inclusive of stipends for newsletters and/or web sites, are eligible for 100% reimbursement up to a combined total of \$500 per year.

#### Eligibility

To qualify for this 100% reimbursement a chapter must issue at least two (2) newsletters per semester for an academic year or two significant updates per semester for a web site. The chapter must supply 30 copies of the following to the MCCC Communications Coordinator for distribution to the Board of Directors, each semester: (1) each of two editions of a newsletter or (2) two printed reports demonstrating that a chapter web site is being significantly updated at least twice per semester. The MCCC Treasurer will seek verification of eligibility for this reimbursement from the Communications Coordinator.

- *The easiest method of demonstrating compliance is for a Board member to bring 30 copies of the necessary materials to Board meetings.*
- *The format of the reports on website updates is purposely not stated. Such a report could be a prose narrative describing what is on the web site and what has been changed, or it could be a copy of the web "pages", or a combination thereof.*
- *Because MCCC verification of compliance is necessary, no reimbursable stipend under this policy should be paid directly by a chapter until compliance is verified by the office.*

#### Procedure

An email seeking prior approval to pay these costs should be sent to [office@mccc-union.org](mailto:office@mccc-union.org) and [communications@mccc-union.org](mailto:communications@mccc-union.org). The communications coordinator must certify that the expense meets the accountability criteria above.

### Strategic Action Coordinator

#### Amount

Chapter expenses related to strategic action, such as legislative outreach and issues, inclusive of a stipend, are eligible for 100% reimbursement up to \$500 per year.

#### Eligibility

To be eligible for a stipend as a chapter strategic action coordinator, an individual must be listed by the Chapter President in the MCCC leadership directory. Criteria for eligibility would be attendance at planning meetings such as MCCC-SAC, participation in related activities, organizing of on-campus meetings with legislators, and campus communications on appropriate issues.

The MCCC Treasurer will seek verification of eligibility for this stipend from the MCCC Vice President before payment is made. Non-stipend related expenses are paid as reimbursement; the stipend shall be paid directly to the chapter for transmittal to the individual.

*Note: The MCCC-SAC Committee will be in touch with whomever the chapter has designated as the Strategic Action Coordinator on the MCCC Leadership Directory.*

#### Procedure

An email seeking prior approval to pay these costs should be sent to [office@mccc-union.org](mailto:office@mccc-union.org) and [vice\\_president@mccc-union.org](mailto:vice_president@mccc-union.org). The Vice President must certify that the expense meets the accountability criteria above.