



## **SNAPa/SNA Conference Drawing Guidelines**

1. SNAPa Conference Drawing:
  - a. Reimbursement limit - up to \$500
  - b. Drawings take place at Sept., Oct., Jan., and Mar. meetings.
  - c. One ticket per FS Director upon registration sign-in
  - d. One drawing/winner per meeting
2. SNA National Conference Drawing:
  - a. Reimbursement limit - up to \$1000
  - b. Drawing takes place at May meeting.
  - c. One ticket per FS Director member upon registration sign-in
  - d. One drawing/winner per meeting
3. Only PRFSD Food Service Directors who are SNA/SNAPA members are eligible - does not apply to vendor members, district staff, guests or interns.
4. Winning Food Service Director must be a valid, official SNA/SNAPA member of PRFSD in the year in which the conference is attended.
5. The conference must be attended in the school year (July-June) immediately following the drawing.
6. Member will be reimbursed for the following expenses:
  - a. Conference registration fee
  - b. Lodging during the conference period
  - c. Travel to and from conference from home
  - d. Parking Fees
  - e. Meals at \$50 per day
7. No other expenses will be reimbursed other than those listed above.
8. Reimbursement will be for expenses incurred solely by Food Service Director for conference attendance and shall not include unrelated expenses or expenses incurred by guests or staff if accompanying Food Service Director.
9. Receipts or proof of purchase with a copy of conference registration confirmation must be submitted to PRFSD Treasurer for reimbursement no later than 30 days following the last day of the conference.
10. The check for reimbursement will be made out to the School District where the winning Food Service Director is employed (no exceptions).
11. If winning Food Service Director cancels or fails to attend the conference for which they are registered, for any reason, no monies shall be reimbursed by PRFSD.
12. Conference reimbursement credit is non-transferrable.