



Regional Safety Conference Participation Guide

Fund

The goal of the Regional Safety Conference Participation Fund is to allow a greater opportunity for chapters to participate in non-CSSE safety related conferences within their region and promote the CSSE. These conferences may be planned/coordinated by CSSE members but do not include events where CSSE solely organizes the event.

Participation in safety related conferences at the regional level presents an excellent opportunity to promote the CSSE. They also bring greater attention to the opportunities of membership and to showcase the organization as the resource for professional development, knowledge and information exchange with members, our profession and the Canadian public.

The CSSE's Board of Directors, by recommendations of the Member Relations Committee, has established a Regional Safety Conference Participation Fund to support chapters' participation in safety related conference in their region. The fund will supplement RVP and Chapter contributions to assist in the participation in regional conferences.

The CSSE's Regional Vice Presidents will accept applications for safety related conference participation from chapter executive members under the following circumstances:

- Requests must be made in writing using the attached applications form
- The chapter has submitted their annual report for the current year
- The funding request represents a maximum of 1/3 of the total cost of participation

The CSSE Regional Vice Presidents will review submissions and decide on which requests to fund. The amount of funding granted will be dependent on the following:

- The amount requested versus the total amount requested by all chapters
- The financial ability for the chapter to contribute the amount of funding
- Potential revenue gained from participation in the conference

Draw

Chapters also have the opportunity to promote CSSE membership at regional conferences by way of a free membership draw. Chapters are allowed to draw for one new membership and one membership renewal. Names and contact information can be collected and entered into the draws. When the winners are selected their name and contact info should be forwarded to the CSSE national office for processing.



Regional Safety Conference Participation Fund Application Form

Chapter:	Contact Name:
Contact Email:	Contact Phone:
Name of Conference:	Dates of Conference:
Location of Conference:	
Total Cost of Participation	Chapter Contribution
Other Funding Secured	Amount of Funding Requested
Description of Conference (Including expected number of attendees, exhibitors, etc.):	
Benefits of Participation:	
Rationale for Funding Request:	
CSSE Volunteer Contribution being made at Conference:	
Signature:	Date:

Submit via electronic means to your Regional Vice President.