

### The Aim

The aim of the conference subsidy is to ensure that the SBM Association's annual conference is within reach of all Business Managers who are financial members of the Association. The National Executive Committee has set aside a fund for this purpose.

### Costs Eligible for Subsidy

Business Managers can apply to have the following reimbursed after conference:

- 100% of registration fee
- \$100 (*plus GST*) of accommodation cost per night for up to 3 nights
- 50% of travel costs (*Lowest airfare level or km mileage claim. Airfares are based on the cost of fares on or before the closing date of application for conference subsidy*)

*A school is eligible to receive a subsidy for their current Business Manager twice in any five year period and is limited to one person per school each claim. The subsidy does not apply to meal costs or transit costs to and from airports.*

### Criteria

A school may apply for a subsidy for their business manager when:

- The existing member has paid their current subscription by 31 March
- The Business Manager is a new Association member and the person in the position at the school in the previous year was a financial member of the Association
- A qualifying period of one year applies to all other new members

### Application Process

*Download the form from the SBM website: [www.sbm.org.nz/forms](http://www.sbm.org.nz/forms)*

- Applications must be made using the official application form with all supporting documentation and sent to [admin@sbm.org.nz](mailto:admin@sbm.org.nz)
- Applications close at 5pm on the last day of Term One
- The application must be signed by either the Principal and/or the Board Chair, as well as the applicant
- A letter outlining the reasons for the application must be provided

# Conference: Subsidy Application

## Business Manager's Details

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

School Name: .....

School Type: .....

Roll Number: .....

Postal Address: .....

.....

Email Address: ..... Phone No.: ..... Mobile .....

## SBM Conference Details

Date: ..... Location: .....

## Subsidy History

Has your school applied previously: YES  NO

Was the previous application approved: YES  NO

Year in which previous subsidy was approved: .....

## Estimated Costs

Airfare: \$..... Or kms to travel (return): ..... From: .....

Accommodation Name / Cost: ..... Number of Nights: .....

Car Pooling: YES  NO  Number in car: .....

Signed (applicant): ..... Date: .....

Signed (Principal): ..... Date: .....  
*and / or*

Signed (Board Chair): ..... Date: .....

## Checklist

- |                          |                                      |                          |  |                          |  |
|--------------------------|--------------------------------------|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Completed all details required above | <input type="checkbox"/> | Application has been signed by all parties, as indicated in the procedures | <input type="checkbox"/> | Letter outlining the reasons for the application provided with application |
|--------------------------|--------------------------------------|--------------------------|--|--------------------------|--|