

# CONFERENCE SUBSIDY INFORMATION AND BACKGROUND

## PURPOSE

The SBM Association is committed to making our annual conference accessible to all financial members. To support this, the National Executive Committee has set aside a subsidy fund to help cover costs for Business Managers.

Eligible members can apply for reimbursement after the conference for **up to \$1,200.00 (excl GST)** to assist in attending the SBM annual conference.

### Please note:

- Applications close 5pm on 28 February and applicants will be advised of the outcome by 10 March
- Subsidy is limited to one Business Manager per school per claim
- Each school may receive a subsidy for their Business Manager twice within a five-year period
- If a subsidy application is accepted and membership fees are not paid by the due date, the subsidy will be forfeited
- Reimbursement will occur after the event, and only after receipt of an invoice by the applicant as well as any accompanying relevant receipts
- The invoice is to be received by SBM no later than the end of Term 3 or the subsidy will be forfeited
- Items that can be claimed for include airfares, mileage (may include carpooling), conference registration, and accommodation costs

## ELIGIBILITY CRITERIA

A school may apply when:

- The Business Manager is a new Association member, and the previous Business Manager at the school was a financial member
- A one-year qualifying period applies for all other new members

## HOW TO APPLY

- Complete the application in full and include a cover letter outlining the reasons for applying
- The form must be signed by the Applicant (Business Manager), and The Principal and/or Board Presiding Member
- Submit by 28 February and by email to: [admin@sbm.org.nz](mailto:admin@sbm.org.nz)

# CONFERENCE SUBSIDY APPLICATION FORM

## PERSONAL INFORMATION

APPLICANT &  
SCHOOL (please print)

TYPE OF  
SCHOOL

SCHOOL  
ROLL#

SCHOOL MOE #  
(IF KNOWN)

ADDRESS:

PHONE:

EMAIL:

## CONFERENCE DETAILS

YEAR APPLYING FOR: 20\_\_ CONFERENCE LOCATION (CITY):

HAS YOUR SCHOOL APPLIED PREVIOUSLY?

YES / NO / UNSURE

IF YES, WAS THE PREVIOUS APPLICATION APPROVED?

YES / NO/UNSURE

IF YES, WHAT YEAR?

\_\_\_\_/UNSURE

## DECLARATION

### SIGNED

### DATE

APPLICANT:

\_\_/\_\_/\_\_

SCHOOL PRINCIPAL OR  
BOARD PRESIDING MEMBER:

\_\_/\_\_/\_\_

I, the applicant, understand and accept the terms and conditions attached to this subsidy application and understand the risk of forfeit should all criteria not be met

I, the applicant, have attached a covering letter to support my application