

Internationally Funded Visits

X The Education Coordinator, in conjunction with the Membership Coordinator, is responsible for scheduling the internationally funded visits. Funded visits are allocated as follows:

- A total of 18 internationally funded education visits to **chartered chapters** is allocated. The focus of internationally funded visits is in-Region personnel providing education in both the musical and administrative areas, membership development, assessment of the health, stability and/or needs of the chorus, building relationship and connection with regional choruses and their members, and for discovering and developing potential leaders. Persons outside the region (faculty, judges, etc.) are not eligible to be reimbursed using Internationally funded visits.

As each member of the regional management team has differing areas of expertise, the region will determine which of the coordinators or her in-Region designee will make each visit.

Your region will be able to download reporting forms from the Sweet Adelines International Website for use in internationally funded visits. The form includes request for reimbursement. Worldwide regions may be issued reimbursement in their country's currency if they choose that option.

Many regional leaders determine which chapters could most benefit from internationally funded visits and then schedule these visits as early in the fiscal year as possible. This gives the visiting leader time to plan for her trip and gives the chapters time to confirm a date convenient for their members.

- **Prospective chapters** require two musical and two administrative visits in order to fulfill their chartering requirements. Typically, one visit would occur when the chapter is in Step One and one would occur when the chapter is in Step Two. (If determined necessary, a third musical visit may be granted with permission from international.) The musical visit should be made by the Education Coordinator or her designee. The administrative visits are made by the Membership Coordinator or her designee.
- Two internationally funded visits are available per year (maximum two years) for chapters in **revitalization**. The regional management team chooses the visitor based on chorus need.

Of course, the region may plan visits funded by the region in addition to those funded by international.

To receive prompt reimbursement for internationally funded visits, please comply with the following:

- Always use the appropriate funded visit form. Additional forms are available upon request.

- If a designee is assigned to make the visit, the form must be signed (approved) by the appropriate coordinator (Education Coordinator or Membership Coordinator) before being forwarded to international.
- Round-trip ground transportation is reimbursed at the mileage rate approved by the International Board of Directors for the current fiscal year. Ground transportation reported in kilometers will be converted to miles.
- When considering funded visits, please note that hotel nights and food are not included as part of reimbursable expenses.
- Any chapter visit requiring transportation in excess of \$600 must be pre-approved. Phone or email the Chief Operating Officer at exec@sweetadelines.com, or the Corporate Secretary at corp_secy@sweetadelines.com or 800-992-7464 or 1-918-622-1444 to obtain pre-approval.
- Regions must use Journey House Travel Service to purchase tickets for internationally funded visits.

Journey House Travel Service charges are billed directly to the Sweet Adelines International master account. Following is information on Journey House Travel Service:

- Call Journey House Travel Service at 800-251-6559 (or outside the United States call 1-918-524-5249) Monday-Friday 8:30 a.m. – 5:00 p.m. Central Time.
- Identify yourself as a Sweet Adeline.
- Tell the agent handling your call that you are booking an internationally funded visit and give the applicable code:
 - Code # 7660 - Visits to prospective chapters
 - Code # 7670 - Visits to chartered chapters
 - Code # 7675 - Visits to revitalizing chapters
- Make the visit and complete the appropriate funded visit form. Attach the airline ticket stub to the visit form and submit it to international headquarters.

Prospective Chapters and Steps Toward Chartering

Early and continued communication is essential in the development of a prospective chapter, administratively and musically. When notice is received from international headquarters that a prospective chapter has received the Step One materials, the Education Coordinator should write to the prospective chapter, welcoming the chapter to Sweet Adelines International and to the region. The letter should explain the Education Coordinator's position as it relates to extension and tell the prospective chapter what is expected of it musically.

The Education Coordinator is required to make two visits to each prospective chapter before the chapter may charter. A third visit may be made upon request to international headquarters. The Education Coordinator's approval is required before the group may perform in public and before the charter is granted. If the Education Coordinator is unable to make a visit, a representative may be assigned to do so.

2021-2022 Internationally Funded Visits to Chapters

Reimbursement Request

(Send original to International Headquarters. Keep a copy for Regional Files)

Chapter Name:	
Region #:	
Date of Visit:	
Representative who made this visit:	
Director's Name:	
President's Name:	
Purpose of this visit:	
Ground Transportation	
From:	To:
Total Miles:	Total Kilometers:
<i>(Current mileage reimbursement rate is \$.555/mile. Kilometers will be converted to miles.)</i>	
IMPORTANT – Please note that expenses will not be reimbursed without a receipt for each item!	
List of Expenses	
Total mileage: \$.555 per mile	\$ 0.00
Tolls (include receipt)	\$ 0.00
Parking (include receipt)	\$ 0.00
Other _____	\$ 0.00
Total reimbursement request US	\$ 0.00
Total reimbursement request other currency	\$
Air Transportation (Prepaid by Journey House, for reference only)	\$
MAKE CHECK PAYABLE AND MAIL TO:	
Name of Region:	
Name of Finance Coordinator:	
Mailing Address:	
City, State, Zip, Country:	
HQ Office Use Only - Reimbursement Approved by:	
HQ Office Use Only - Approval Date:	

Mail or fax this form to: Sweet Adelines International
 9110 S. Toledo Ave
 Tulsa, OK 74137
 Fax: 918.388.8083
 Email: member@sweetadelines.com