

Regional Conference Host School Responsibilities Acknowledgement Form

School: _____

Conference: _____

Year: _____

Region: _____

Regional Conference Fiscal Policy:

The host school will be thorough and responsible in preparing a sound budget. It must work closely with Housing and/or Residential Services, Food Services and any other services on or off campus, if applicable, to ensure it has accurate and realistic figures. It is strongly recommended the conference staff include the Conference Advisor, the Chief Housing Officer, the Chief Student Affairs Officer, the Regional Associate Director responsible for Finances and the Regional Advisor in reviewing the budgets. It shall use any other school safe guards, such as contract approval procedures, to ensure a strong budget.

1. Conference IRS Information

The NACURH Regional Conferences are hosted by member schools in partnership with NACURH Incorporated. The host school's tax exempt status is to serve as the tax exemption status for the conference finances.

- A. The host school shall use its own tax exempt status for any and all financial transactions associated with hosting the conference.
- B. If the host school's financial process requires use of an on campus account in order to use the host school's tax exempt status, then the conference staff shall use an on campus account for all conference finances.
- C. The host school shall provide a W-9 Request for Taxpayer Identification Number and Certificate form to any conference participant if requested.

2. Conference Deficit:

Should a conference deficit be incurred, the host school shall pay the first \$500 of the deficit. The remaining amount of the deficit shall be paid accordingly: 50 percent by the host school and 50 percent by the regional affiliate. With the noted exception of the following: in the event that the host school does not follow regional conference budget monitoring policies, as defined by the NACURH governing documents, the host school will be responsible for 100% of any debt incurred by the conference.

3. Regional Affiliate Fee

A minimum of \$ _____ (fill in amounts designated by your region as their add-on fee.) per delegate is to be included as a line item of the regional conference budget. This must be paid to the regional organization prior to the last day of the conference.

4. Conference Excess

Any financial excess generated by the conference is the property of the regional organization and must be paid to the regional organization no later than sixty (60) days after the end of the regional conference.

5. Closing of the Conference Financial Transactions

The host school must assume the responsibility of concluding all financial transactions associated with the conference no later than sixty (60) days following the end of conference using funds generated from the conference fees. After this time the host school shall assume responsibility for any additional expenses incurred by the conference.

6. Closing the Conference-General Items

- A. Repayment of the conference loan if provided by the regional organization needs to be made if the host school requested money from the regional organization.
- B. The following additional items shall be submitted to the Regional Associate Director responsible for Finances and the NACURH Conference Resource Consultant no later than sixty (60) days after the end of the conference:
 - i. A complete financial report for the conference;

- ii. The final conference report.

7. Housing Office Responsibility

The Housing Office at the host school agrees to ensure that the host institution has liability Insurance which covers the Regional Conference. A copy of the insurance policy or a notarized letter stating the institutions liability must be received by the NACURH Conference Resource Consultant and the Regional Advisor no later than thirty (30) days prior to the conference. The Housing Office further realizes that the Regional organization confers the right to host the Regional Conference on the school, not any one individual in charge of the bid process, thereby agreeing to support the conference regardless of change in student personnel.

Review of the Policies Governing Regional Conference

All policies regarding Regional Conferences must be followed by the host school. Refer to NACURH policies and the host school's regional policy book for more detailed conference policies.

We have read and understand the aforementioned responsibilities of the Regional Conference host school and affirm that if our school is selected as the host for the Regional Conference, to the best of our ability, these responsibilities shall be fulfilled.

Chief Housing Officer

Date

Regional Conference Chairperson

Date

Residence Hall Association President

Date

Conference Advisor

Date

Forward original to NACURH Conference Resource Consultant, retain a copy with the Housing department, and forward a copy to the Regional Advisor.