



Policy for Granting of Conference Financial Aid [Template]

The purpose of providing conference financial aid is to provide opportunities for social fraternization, as well as organizational and cultural cross-fertilization, among study group leaders, Association leaders and students of *The Urantia Book* who aspire to be leaders, to attend regional, continental and international Urantia Association events.

Conference financial aid may be available for persons needing assistance to attend [Event Name]. Funds will be limited to the amount raised for the [Event Name] Conference Financial Aid Fund. Funds may also become available from the Urantia Association International Conference Financial Aid Fund if this event is approved by the Representative Council.

As administrators of the donations provided by our Urantia community for financial aid to this event, it is our responsibility and duty to optimize the resources available to help as many leaders and students as possible to attend this event. We have therefore put this policy in place for this purpose and to fulfil our financial duty to maintain documentation of the receipt and usage of these donations.

Privacy Notice: What We Will Do With Personal Information Provided

Urantia Association International Privacy Policy is at: <https://urantia-association.org/about-uai/governance-policies/privacy-policy/> or a printed copy can be provided.

Any personal information collected from applicants will be used to:

- Process applications for conference financial aid. Any banking, credit card or financial information will be destroyed immediately after use.
- Contact applicant/aid recipients during and after the event by email and/or regular mail.
- Send periodic newsletters, the *Journal* or other announcements.

Your personal information will not be shared with any other organization without your pre-approval, or used for any other purposes than those stated above. Your personal contact information will be kept until you advise us otherwise.

You can change your privacy preferences by contacting us at: [add a contact email and phone number]

Granting Financial Aid

Each applicant will submit a formal application for [Event Name] conference financial aid using the form sent by email or available on the website at: [insert link to website page]. A sub-committee of the [Event Name] shall receive and evaluate applications for financial aid and recommend approval or denial to the sub-committee chair or the planning committee of the [Event Name]. Approval for [Event Name] conference financial aid will be based on a number of factors, and will be primarily driven by the value of available funds.

[Event Name] financial aid is intended for those persons who:

- are focused on study of *The Urantia Book*,
- can demonstrate active engagement in the mission of Urantia Association to foster study groups and disseminate the teachings of *The Urantia Book* in their local region,
- are willing to actively participate during the event.

Priority will be given to those who have not previously received financial aid from Urantia Association International or one of its constituent associations.

Recipient Responsibilities

Over time, experience in granting financial aid for conference attendance has taught the wisdom of completing certain tasks. Therefore, recipients will be asked to complete the following to assure everyone is protected from unforeseen financial loss:

- Procure a passport and any required visa as soon as possible, and send verification of both to the event committee.
- Wait for written approval from the [Event Name] Financial Aid Sub-Committee as to what specific financial aid will be provided, including how and when such aid will be provided, before incurring any expenses.
- If airfare is being provided, the applicant agrees to have any airline travel arrangements made by a designated [Event Name] travel coordinator and payment for airfare to be made directly to the travel agency or airline.
- All airline reservations should be made as soon as possible before the event (a minimum of 6 months is recommended).
- If traveling on a visa advise the sub-committee of any travel plans to arrive early and/or to stay in country after the event, and to:
 1. agree to return to country of origin,
 2. agree the event organizers assume no responsibility for overstayed visa holders, and to
 3. comply with all visa responsibilities placed on the hosting organization.

Travel Insurance

Any unforeseen incident such as a health problem, accident, injury or theft can occur to you or an accompanying family member while traveling to or at an event organized or sponsored by the hosting association or Urantia Association International. A fall, a car accident, an infection, a severe illness, a heart attack, food poisoning, or any number of other health or accident issues needing emergency treatment are examples of what can occur. Furthermore, travel to foreign countries may involve many risks including, but not limited to, terrorism, involuntary exposure to diseases, search and/or seizure of property by customs or other governmental authorities, personal liability, risk of personal injury including disability or death, loss or damage to personal property, differing customs and legal requirements.

Neither the hosting association nor Urantia Association International have the financial resources or personnel to assist with any incidents to a participant partaking in one of our events. Therefore it is highly recommended that recipients purchase travel insurance coverage for the entire duration of the trip to this event.

Eligible Expenses

There are many possible expenses associated with attending an event. To optimize available donations, some decisions need to be made as to what expenses are eligible for funding, how many leaders and students can be assisted, and how much financial aid can be given to each person. The [Event Name] Financial Aid Sub-Committee will work with each recipient to determine what specific expenses from the following list of eligible expenses can be provided:

[List eligible expenses here]

Expenses not eligible for financial aid unless waived by the [Event Name] Financial Aid Sub-Committee are:

[List non-eligible expenses here]

Release of Liability

To protect [Name of Hosting Association], as well as Urantia Association International from expenses or lawsuits arising out of an incident at any sponsored event or conference, we have put in place a “Release of Liability—Assumption of Risk Agreement” that all participants are required to sign either before the event begins or on registering when they arrive at the event.