**APPENDIX**

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**Revised 02/01/2021**

Appendix I – A

**BPRO GENERAL
 ORGANIZATIONAL STRUCTURE**

EXECUTIVE BOARD

 Consists of

State President, three Vice Presidents, Secretary

Treasurer and Immediate Past President

BOARD OF DIRECTORS

Consists of

 Executive Board members and

Local Planning District Presidents

LOCAL PLANNING DISTRICT OFFICERS

Consists of

Planning District, President, Vice President, Secretary, Treasurer

Committee Chairs

 14 Standing Committees:

 Ambassador, Archives, Awards/Fundraising, By-Laws, Communications, Energy, Foster Care/AA, Hospitality, Legislative, Medicaid, Professional Development, Snap. TANF, Technology

GENERAL MEMBERSHIP

Appendix I-B

**DETAILED ORGANIZATIONAL STRUCTURE**

STATE PRESIDENT

1ST VICE PRESIDENT

2ND VICE PRESIDENT

3RD VICE PRESIDENT

SECRETARY

PARLIAMENTARIN

STATE TREASURER

COMMITTEE CHAIRPERSONS

GENERAL MEMBERSHIP

 Appendix II-A



 **PD 1 & 2 PD 5 & 12 PD6 & 7 PD 8 PD 9 & 10 PD 11**

 Buchanan Botetourt Shenandoah Valley Arlington Albemarle Amherst

 Dickerson Craig Bath Fairfax Culpeper Appomattox

 Lee Montgomery Clarke Loudoun Fauquier Bedford

 Russell Roanoke Frederick Manassas Park Greene Campbell

 Scott Roanoke City Harrison/Rocking Prince William Louisa Lynchburg

 Tazewell Giles Highland Alexandria Madison

 Wise Radford City Page Manassas City Nelson

 City of Norton Alleghany Warren Orange

 Bland Floyd Winchester Charlottesville

Carroll Patrick Shenandoah County Fluvanna

 Grayson Henry/Martinsville Rockbridge Rappahannock

 Pulaski Pittsylvania

 Smyth Franklin

 Danville

 Washington

 Bristol

 Galax

 Wythe

 **PD 13 & 19 PD 14 PD 15** **PD 16 & 17 PD 20 PD 21 & 22**

 Brunswick Amelia Chesterfield Caroline Isle of Wight Accomack

 Dinwiddie Buckingham Goochland Essex Southampton Gloucester

 Greensville/Emporia Charlotte Hanover King George Chesapeake James City

 Halifax Cumberland Henrico Lancaster Franklin City Matthews

 Mecklenburg Lunenburg King and Queen Northumberland Norfolk Middlesex

 Prince George Nottoway New Kent Richmond County Portsmouth Northampton

 Surry Prince Edward Powhatan Spotsylvania Suffolk York/Poquoson

 Sussex Charles City Stafford Virginia Beach Hampton

 Hopewell CRO Westmoreland Newport News

 Petersburg Richmond City Fredericksburg Williamsburg

 King William

Appendix II-B

**BPRO PLANNING CALENDAR**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
| **July**In even # years:New state officers and committees chairs assume officeIn odd # years:New PD officers and committees chairs assume office | **October**Fall ConferenceState Membership/Business MeetingIn odd # years:Nominating Committee meets at fall conference to begin preparing a slate of officers Nominations accepted from the floor at business meeting with contingency for getting paperwork back by Nov | **January**In even # years:Nominating Committee will prepare ballots to be sent to membership by 01/01 with return date of 01/31. | **April**in even # years:Nominating Committee counts ballotsAnd reports to Executive Board  |
| **August**1st Wednesday Quarterly Board MeetingIn odd # years:Nominating CommitteeSends Nomination forms to be returned no later than 5 days prior to fall conference or by 09/30.(Allowing membership 30 days review time) | **November** Nominees for office must have all paperwork returned to the Nominating Committee Chairperson no later than 11/30. | **February**1st Wednesday Quarterly Board Meeting Nominating Committee will meet and count nominee ballots and present slate of Officers to the President.Slate of officers presented | **May**Spring ConferenceAnnual Membership/Business MeetingIn even # years:New state officers are introduced. |
| **September**   | **December**  | **March** | **June** |

 PD Meetings held Quarterly

 Local PD Elections can follow these procedures beginning in 4th quarter even number years

 (Local PD can use their discretion in following these procedures)

Appendix III-A

 **FUNCTIONAL JOB DESCRIPTIONS**

**A. President**

The President is the Executive Officer of the Organization and is a member of the Executive Board.

1. Meetings:

The President shall preside at all quarterly Board meetings, Executive Board meetings, and at the membership/board meetings held during the Organization’s spring and fall conferences. The President shall develop the agenda with input from the other officers, committee chairpersons, and the membership, and arrange for speakers as needed or desired.

1. Committees:

The President shall serve as ex-officio member of all Standard and Special committees except the Nominating Committee. The President shall meet with the State Election Nominating Committee during the Fall Conference to advise that committee of its duties.

1. Appointments:

The President shall appoint a Parliamentarian with approval of the Executive Board. The President shall also appoint chairpersons of the Organization’s Standing and Special committees with approval of the Executive Board.

1. Liaison:

The President is the liaison with the Virginia League of Social Service Executives (“The League”) as a voting member of their Board, attending their quarterly Board meetings. The President is a member of the League’s Legislative Committee, attending the weekly meetings during the State General Assembly sessions, visiting legislators as needed. Additionally, as assigned by The League, the President shall attend and serve on Standard and Special League committees. The President is also the Organization’s liaison with Home Office, requesting financial assistance from the State for conference scholarships, and also administers the distribution of scholarships to the Organization membership. The President also maintains contact with Planning District Presidents, attending PD meetings as requested and advising PD administrations as needed.

On average, the President spends approximately four to five days per month out of the office in fulfillment of BPRO duties. Additional time is required for correspondence, phone and e-mail contacts, and planning and review of Organization activities.

**B. First Vice President**

The First Vice President (“VP”) shall perform the duties of the President in the absence of the President, including the assumption of the position in the event the President cannot complete the term of office. The First VP is also the coordinator of the Standing and Special Committees of the Organization. The First VP is a member of the Executive Board.

1. Meetings:

The First VP attends State Social Services Board meetings bi-monthly, or arranges for a representative to attend, and reports back to the Organization Board and membership on relevant issues. The First Vice President is responsible for petitioning the State Board annually at their October meeting to adopt a resolution acknowledging benefit program specialists’ efforts and designating a month (traditionally the month of February) as a special time for recognition and appreciation of EWs. The First Vice President attends quarterly scheduled Board meetings, Executive Board meetings, and membership/board meetings at the spring and fall conferences. The First Vice President attends Organization committee meetings as necessary.

1. Committees:

As coordinator of Organization committees, the First Vice President works with the chairpersons to assist in setting and attaining committee goals, setting regular meeting schedules, and preparation and delivery of reports to the membership.

On average, the First VP spends approximately two days per month out of the office in fulfillment of BPRO duties. Additional time is required for correspondence, phone and e-mail contacts, and planning and review of committee activities and Board activities

**C. Second Vice President:**

The Second Vice President (“VP”) is a member of the Professional Development Committee, responsible for coordinating meeting places and programs of the Organization, including the spring and fall conferences. The Second VP is a member of the Executive Board.

1. Meetings:

The Second VP shall attend quarterly scheduled Board meetings, Executive Board meetings, and membership/board meetings at the spring and fall conferences. The Second Vice President shall also arrange for sites for the Organization’s quarterly meetings, working as necessary with members of local agencies to secure adequate meeting space and overnight accommodations for those who will be attending. The Second VP shall attend meetings with affiliate conference planners to secure adequate meeting space and accommodations for conferences.

1. Conferences:

The Second VP works closely with their counterparts in the POSSESS and VASWP (and bi-annually VLSSE) organizations regarding selection of site, space, food functions, entertainment, and speakers, and determination of registration costs and other pertinent factors of conducting successful conferences. This includes designing, printing as necessary, and distribution of registration materials and programs, recording registrations, coordinating with the Professional Development committee to develop workshops and making provisions for workshop presenters,. Following the conference, the Second VP works with the Treasurer, the hotel and other participating organizations to settle the costs of presenting the conference. The Second VP is responsible for reporting to the membership information such as conference attendance, profit/loss, and other items of interest.

On average, the Second VP spends approximately two to three days per month out of the office, obviously more in final preparation for conferences and less in between. The Second Vice President must be prepared to spend considerable phone and e-mail time coordinating with the other organizations, hotels and speakers, again more concentrated just prior to conferences and less in between.

**D. Third Vice President**

The Third Vice President (“VP”) shall chair the Membership Committee and coordinate public relations and membership. The Third Vice President is a member of the Executive Board.

1. Meetings:

The Third VP shall attend quarterly scheduled Board meetings, Executive Board meetings, and membership/board meetings at the spring and fall conferences.

1. Public Relations

The Third VP shall coordinate public relations efforts to acquaint non-members of BPRO with the goals and activities of the Organization and recruit new members. The Third VP shall work with PD presidents to encourage and assist them in recruitment activities within the planning districts.

1. Membership

The Third VP shall maintain a record of the membership and provide lists by PD to PD presidents for cross-checking and verification, and disc or paper copies of the membership roster to BPRO officers or committees as needed. The Third VP provides mailing labels of the members to other officers or committee chairs as needed. The Third VP shall electronically send notices annually to all members, advising them of renewal deadlines and fees to submit to renew their memberships.

On average, the Third VP spends one day per month out of the office in fulfillment of BPRO duties. Considerable additional time is required for data entry, and telephone and e-mail contacts. The Third VP should be familiar and comfortable with data entry for maintenance of the membership roster, and for printing of lists and labels.

**E. Secretary**

The Secretary is the records-keeper of the Organization, and custodian of all official documents. The Secretary is a member of the Executive Board.

1. Meetings:

The Secretary shall attend quarterly scheduled Board meetings, Executive Board meetings, and membership/board meetings at the spring and fall conferences.

1. Minutes:

The Secretary shall take minutes of all meetings, to include attendance records, financial reports, committee reports, and actions taken requiring a vote. The Secretary shall transcribe and forward the minutes and attendant reports to Board and Executive Board members, and all committee chairpersons, within 30 days following the meetings, and make them available to the membership via the Organization web site, or in the most expedient manner possible upon request.

1. Records and Documents:

The Secretary is the custodian of all Organization records and documents. The Secretary shall keep them in orderly fashion to enable referencing as necessary. The Secretary shall maintain a directory of Organization officers, board members, and committee chairpersons, making changes as they occur and forwarding revised copy to all parties on the list and Organization members upon request.

On average, the Secretary spends approximately one dayper month out of the office in fulfillment of BPRO duties. Additional time is required for transcription of minutes, maintenance of Organization records, and phone, FAX, and e-mail contacts.

**F. Treasurer**

The Treasurer is the financial officer of the Organization and Chairperson of the Budget Committee. The Treasurer receives and disburses all Organization funds. The Treasurer is a member of the Executive Board.

1. Meetings:

The Treasurer shall attend quarterly scheduled Board meetings, Executive Board meetings, and membership/board meetings at the spring and fall conferences. As Chairperson of the Budget Committee, the Treasurer may also need to meet with PD treasurers to develop the Organization budget and prepare for presentation to the Board. As needed the Treasurer will meet or make contact with PD treasurers to advise them about fiduciary responsibilities and fiscal procedures.

1. Handling of Organization funds:

The Treasurer shall receive and deposit into the Organization account such funds as submitted. The Treasurer shall disburse funds as necessary for payments for Organization expenses, and as requested by PDs and committee chairs, within Organization guidelines for their activities. The Treasurer shall transfer funds as necessary between accounts to assure availability of reserves with which to make payments and as prudent to achieve maximum interest and other possible financial incentive benefits to the Organization.

1. Records and reports:

The Treasurer shall provide a current report of receipts, disbursements, and financial standing of the Organization to the Board and Executive Board at quarterly Board meetings, to all officers and members at the membership meetings held during spring and fall conferences, and otherwise as reasonably requested. The Treasurer maintains a relationship with the treasurer of The League.

On average, the Treasurer spends approximately one day per month out of the office in fulfillment of BPRO duties. Considerable additional time is required for making deposits and funds transfers, payments, records management, planning and review of the Organization’s financial activities and status, and preparation of reports.

Appendix III –B



 **OFFICER NOMINATION FORM**

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIPS \_\_\_\_\_\_ PD \_\_\_\_\_\_\_

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I WOULD LIKE TO NOMINATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FOR THE OFFICE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualifications for this job include:

The nominee understands they must obtain permission from their director (or appropriate person) prior to accepting the nomination and that dues are current.

NOMINEE: I have read the job description, understand the responsibilities, and accept the nomination.

Nominee: Type of Membership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Membership must be current at time of submission***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director/Designee Date

 Appendix III-C



 **OFFICAL BALLOT**

 **THE VIRGINIA BENEFIT PROGRAMS ORGANIZATION**

**STATE PRESIDENT**

**[ ]**

**[ ]  WRITE-IN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1ST VICE PRESIDENT**

**[ ]**

**[ ]  WRITE-IN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2ND VICE PRESIDENT**

**[ ]**

**[ ]  WRITE-IN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3RD VICE PRESIDENT**

**[ ]**

**[ ]  WRITE-IN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECRETARY**

**[ ]**

**[ ]  WRITE-IN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TREASURER**

**[ ]**

**[ ]  WRITE-IN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

APPENDIX IV-A

***Budget Definitions***

***Income:***

Conference– funds generated from conference registrations. Lifetime Members will have all registration fees waived with the agreement they will assist with moderating workshops, manning registration desk, serve as conference ambassadors, and other tasks as needed.

Dues – Individual or agency payments for membership in the organization

Interest – Accrued dollars from investments and interest bearing accounts

State Scholarship– Revenue accrued to include state contributions to conference scholarships

Miscellaneous – Funds received and counted as revenue not fitting specific above category (ex. Merchandize sold at meetings, contributions from conference hospitality suites)

Conference Administrative Fee – the fee charged to conference attendees when receiving a scholarship or Board members whose registration is provided by the Organization. (Fee set by Board with a cap of $50.) To be credited to scholarship fund. The fee will be waived for Lifetime Members.

Total Revenues – Total of all income received

***Expenses****:*

Accounting – Funds reserved for purchase of treasury supplies (stamps, folders, etc.); payment of fee to audit financial records

Affiliation Fee – Payment to the Virginia League of Social Services (VLSSE) for affiliation with this organization. This is a flat fee established by the League after discussion with the Organization

Charitable Contributions: Funds used for donations made by the Organization.

The maximum amount allowable will be $50.00. The request for contributions to a charitable cause must be submitted to the Board thirty (30) days in advance of the next scheduled meeting. The request must be made using the Charitable Contributions Form.

Condolences and Gifts: The allotted amount will be $75-$100 as requested by the Executive Board.

Committees – Funds allocated to each BPRO committee with a maximum limit of $200 to program committees and $100 to all others

Conferences – detailed expenditures for fall and spring membership conferences

Board – Funds designated for transaction of Board business. Utilized for lodging for Executive Board and PD Presidents and Committee chairs that travel 2 or more hours one way for Quarterly Board meetings. Can be used for food and other items as deemed appropriate for the Board meeting. (Does not cover individual’s meals)

President – Budget index for expenses incurred by State President. May include lodging for attendance at committee meetings, VLSSE functions

Awards – Funds for purchase of awards for Spring Conference in even years

PD Membership – Expense budgeted for each PD for membership drive purposes. Amount set by Board. Must be requested by the PD annually. Not to exceed $200

Equipment (laptop, digital camera) – Funds for maintenance of computer, printer cartridge and camera

Printing/Copying – Allocation for printing of Newspaper, conference registration, training materials and membership information

Member benefits – BPRO Ambassador items for new workers at State sponsored training

PD>40 members – Allocation of $5.00 for each paid individual membership above 40 for dues paid by 8/31 each year. Third Vice-President will provide list to State Treasurer for reimbursement

Hospitality – Allocation for hospitality suite at sponsored events

Conference Refunds – Reimbursement to individuals or agencies for conference registration fees. No refund is given if a conference cancellation is made within 10 working days of the first day of the conference. The Agency can elect to send a substitute.

Scholarships – Funds allocated for scholarship for registration to conferences. Includes State funds if applicable plus conference administrative fee (in addition to state funds)

Total Expenses – all funds paid for organizational activities and supplies

 APPENDIX IV-B

**ALLOCATIONS FOR EXECUTIVE BOARD FUNDS**

On August 8, 1996, a quorum of the executive team met and developed the following guidelines for expenditures of the executive fund line item of the BPRO budget. This information is to be incorporated into the Policies and Procedures Manual. Lodging costs that are incurred by individual executive team members will be reimbursed if his/her position requires attendance to represent BPRO, including Executive Board meetings. Other members are encouraged to attend, but would be responsible for their own expense.

President – Liaison to the VLSSE; attends quarterly VLSSE board meetings and conferences; represents BPRO on various State committees upon request. **Lodging expenses will be covered for Executive Board meetings and conferences if his/her agency will not reimburse for expenses”**

1st Vice President – Liaison to the State Board of Social Services.

2nd Vice President – Responsible for all conferences. Must be available on site the evening prior to the opening of conferences. Lodging is provided by BPRO unless a “comp room” is utilized. Charges for room will be added to the master bill.

3rd Vice President – Responsible for membership. Travel may be indicated to organize or respond to membership needs.

Immediate Past President- Travel may be indicated to organize or respond to membership needs.

Legislative Reception – An annual event held in Richmond sponsored by VLSSE. As the entire executive board has a responsibility for lobbying and legislative visits, the lodging cost is reimbursed.

Special Circumstances – Lodging costs may be incurred in order for executive team members to attend PD meetings for the purpose of membership or other special events.

Liaisons to ALLIANCE/POSSESS – The liaisons, while not an executive team member, are required to attend the affiliate meetings. This expense will be deducted from miscellaneous expenses.

Meals that are provided by the organization will be based on the government per diem rate.

**ALLOCATIONS FOR COMMITTEES AND DISTRICT PRESIDENTS**

Lodging costs will be paid for Committee chairpersons, District Presidents or their designee the night prior to a committee or board meeting if one way travel is equal to two hours or more.

 APPENDIX IV-C



 **EXPENSE VOUCHER**

Date of expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detailed Purpose of expense: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount requested:

1. Disbursement of obligated funds:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Reimbursement check:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach all itemized receipts. Please identify what the reimbursement covers.

A copy as designated is attached.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PD/Officer/Committee

If reimbursement is for committee or PD meeting, please specify date meeting was held.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Fax to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_with copies of receipts

 Name and fax number of organization Treasurer

APPENDIX IV-D



**ROOM RESERVATION FORM**

Name:

Title:

Agency:

Reason for room:

Need a roommate:

Roommate already selected:

I would like to room alone and understand that I will be responsible for ½-room charge:

BPRO Event:

Date:



BPRO

In the event you will need to stay overnight at a hotel due to a BPRO event that BPRO will be paying for, please follow the following procedures:

1. Quarterly Board Meetings, the dates have been established for all board meetings. The treasurer and the 2nd Vice President will decide on a hotel and meeting room, once that has been decided a block of rooms will be reserved for the members.
2. You will need to notify the treasurer of your need to stay overnight (2 hours or more of travel time) and if you need a roommate. If you have already chosen a roommate for the night stay, please let us know. This will allow the treasurer to ensure that BPRO has an adequate number of rooms available. You will not be able to check into the hotel until a BPRO executive board member is present to pay for the room with the BPRO credit card.
3. If you choose to room alone you will be responsible for ½ of the total room bill. This amount will be billed to you and you will be required to pay that amount by the due date on the invoice.
4. If by chance you had a roommate selected and there was a last minute change or BPRO had an odd number of members staying, and you do not have a roommate, you will not be responsible for the ½ room charge.
5. State Board meetings, BPRO usually has representation at the state board meetings. The BPRO representative will contact the treasurer and provide the information regarding the meeting location and date. The treasurer will then reserve a room and provide a check to the representative for the room payment. There is not a penalty for a single room.
6. In other circumstances where a BPRO representative will be required to stay overnight, this will need to be approved via the BPRO president and forwarded to the treasurer.
7. Any requests for rooms need to be submitted within two weeks.

 APPENDIX V-A

**AWARDS COMMITTEE GUIDELINES**

The President shall meet with the committee at board meeting of odd numbered year to review procedures

1. The Award Nomination Form and Description of Awards will be distributed to membership no later than December 31 of each odd year for distribution to the PD membership.
2. Between October board meeting and February 1 the awards committee will review the list of awards.
3. All members wishing to nominate an individual must submit the Award Nomination Form to the Awards Committee by January 1 of each even year.
4. The Awards Committee will meet with the Executive Board at the February board meeting for the evaluation of nominations and selection of awards.
5. The awards will be presented at the Spring Conference of each even year, or at the discretion of the President.
6. The Betty Richardson Memorial Scholarship will be presented at the Fall Conference each year.

After payment of membership dues beginning 7/1 each year, paid members will receive a confirmation of payment and the application for this scholarship via email. All applications for the scholarship must be received by 5pm on 08/31 of the scholarship year. A decision will be made by 09/14 each year.

1. When nominations are required for an award, an individual cannot nominate themselves.

Appendix V-B

**DESCRIPTION OF AWARDS**

The **Outstanding Service Award** will be awarded for exceptional service in the performance of duties as follows:

1. To members present and past, provided the accomplishment or service being recognized occurred while the person was a member.
2. The performance must have been such as to merit recognition for acts that were exceptional. Evidence must show significant achievement based on specific projects, plans, programs or action, the implementation of which has been successful and benefits positively ascertained.
3. Recognition should be for the accomplishment of an extremely difficult task performed in a highly professional manner.

The **Meritorious Award** may be awarded for a meritorious act, achievement or service, rendered by any member past or present. It may also be awarded to any other person providing such meritorious service.

1. This award shall recognize an individual’s meritorious service and/or achievements that are worthy of recognition and which were accomplished with distinction.
2. The required meritorious service, while of a lesser degree than that required for the Outstanding Service Award, must nevertheless have been outstanding to the extent that it warrants special recognition.

The **Achievement Award** shall be awarded to an individual for outstanding achievement either in completing a specific project or in performing outstanding work over a period of time. It is designed to say “Thank You” for a job well done.

The **Special Recognition Certificate** shall be awarded to members of a group to recognize a specific act, or improvement process performed over a period of time either in completing a specific project or in performing outstanding work over a period of time.



**AWARD NOMINATION FORM**

Your Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FIPS \_\_\_\_\_\_\_\_\_\_ PD \_\_\_\_\_\_\_\_\_\_\_\_\_

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I WOULD LIKE TO NOMINATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the following Award (Check one):

\_\_\_ Outstanding Service Award \_\_\_ Achievement Award

\_\_\_ Special Recognition \_\_\_ Meritorious Award

\_\_\_ Lifetime Membership

Describe the special achievement and results that constitute the basis for this nomination:

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Appendix V-C

**Betty Richardson Memorial Scholarship**

This scholarship will be available for fall conference. It is dedicated to the memory of Betty Richardson. Betty served as an eligibility supervisor in the state of Virginia for 34 years. She was one of seven victims of the catastrophic flooding which occurred in and around Richmond as a result of Hurricane Gaston in September 2004

Betty’s co-workers describe her as a nurturing, compassionate, understanding, and dedicated person in all areas of her life. Her special passions were all children and her cats.

Though Betty had reached retirement age, she continued to work for our customers. We the members of BPRO establish this scholarship to honor Betty as she honored us by making a lasting impression for all those that knew her.

Provisions

This scholarship will provide the full cost of conference registration for the yearly Fall Conference. Additionally the scholarship will provide the cost of lodging for the duration of the conference. This shall include the initial night of the conference and any additional nights until the closing session of the conference. Lodging will not be provided the night prior to the opening session, or the night of the closing session. These costs will be incurred by the recipient of the scholarship. This scholarship may only be received once per individual per lifetime.

Funding

This scholarship shall be funded from the administrative costs received from scholarship recipients, board members, and committee chairs at the spring conference.

Criteria

1. Applicants must demonstrate outstanding customer service to internal and external customers which shows understanding and compassion for the individual.

2. Applicants must demonstrate the spirit of social services and how it carries over into the applicant’s personal life not just as a job.

3. Applicant must describe a situation which demonstrates how they have had to preserver in the face of adversity.

4. Applicants must show at least one initiative in which they participated, that improved program delivery in their locality.

5. Applicant must have at least 2 years’ experience in one of the 3 major program areas, SNAP, TANF or Medicaid

6. Must have an active BPRO membership for the membership year which began July 1 of the year of the fall conference for which the scholarship is being requested.

Application procedure

After payment of the membership dues beginning 7/1 of each year, paid members will receive a confirmation of payment email and the application for the Betty Richardson Memorial Scholarship. All applications for the

scholarship must be submitted by 5 p.m. on 8/31 of the scholarship award year. All scholarship applications will be sent to the Betty Richardson Memorial Scholarship Committee in care of Henrico DSS. There shall be 5 committee members which will be selected and established by the Henrico Department of Social Services, Betty’s local agency. The committee will decide upon the top 3 candidates for the scholarship and forward these to the BPRO executive board by the regularly scheduled 3rd quarter executive board meeting.

The BPRO executive board shall decide the winner of the scholarship and ranking the other two applicants in order of preference. Should the winner of the scholarship not be given permission to attend the conference, the scholarship will proceed to the 2nd finalist.

Should the 2nd finalist not be given permission to attend the conference, the scholarship will proceed to the 3rd finalist. If none of the 3 finalist is able to attend the conference, the scholarship will not be awarded that year and the funds designated for the scholarship shall return to the BPRO administrative fee line item.

The winner shall be notified by the President by the 15th of September, they have been awarded the scholarship. The scholarship recipient will be given the name of the conference planner for further instruction concerning registration and hotel bill.

The scholarship is not subject to the administrative fee which is charged to the spring conference scholarship recipients.

The scholarship recipient will be notified and the winner will be recognized at the fall business meeting of the full membership. They shall also have recognition at the BPRO website.

Disclaimer

Members of the Executive Board are not eligible for the scholarship.



  ***Betty Richardson***

***Memorial Scholarship Application***

*Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Nominator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*1. Please describe how the applicant provides* ***outstanding*** *customer service to external and internal customers who show understanding and compassion for the individual.*

*2. Please describe how the applicant demonstrates the spirit of social services and how it is carried over into the applicant’s personal life and not only on the job.*

*3. Please describe a situation in which the applicant has faced adversity and persevered.*

*4. Please describe one initiative in which the applicant has participated which improved program delivery in the applicant’s community.*

*5. Please provide the number of years of service in each of the benefit program areas.*

***If awarded this scholarship, this applicant has permission to attend the BPRO Fall Conference***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Director’s Signature or Designee Date*

***Applications received without the Director’s signature will not be considered****.*

 Appendix V-D

 **BPRO Be All You Can Be Scholarship in honor of Kay Lewis**

**Award Criteria For Current BPRO Members**

Kay Lewis began her career as a school teacher graduating from Longwood College. In her role as a teacher, she championed for her students and worked hard to instill excellence. Kay soon transitioned to Eligibility Worker at Northampton Department of Social Services and was later promoted to Eligibility Supervisor. As a Supervisor, Kay was passionate about promoting excellence within her unit. This passion lead her to become an advocate of encouraging all Benefit Program Staff across the Commonwealth to Be All You Can Be.

In her spare time she served on the Accomack Board of Supervisors and Accomack Department of Social Services Board; Kay is currently a member of Parks and Recreation Committee in Accomack, serves as a committee member for the War Memorial in Parksley and is a current member on the Members Helping Members Committee for A & N Electric Coop. She loves gardening and is a fan of all sports, but played and coached softball for many years. Kay worked part time at Riverside Hospital while a Supervisor at Northampton Department of Social Services and is still employed.

Kay served as BPRO President, BPRO PD 21/22 President, Energy Chair and she is currently serving as BPRO’s Parliamentarian. She is an expert in rules of order and ensures our meetings are conducted appropriately. Kay also assists our organization in the drafting and interpretation of policy procedures. Excellence defines Kay, and in her honor, we choose to rename the Guy Lusk Scholarship to the **Be All You Can Be Award in honor Kay Lewis**.

**Eligibility Requirements:**

1. Must have an active BPRO membership for 3 years in the organization.
2. Applicants must have worked at least 3 years with LDSS or VDSS .
3. Continuing education is intended to benefit the applicant in their present position or career progression with DSS.
4. Short description on how the course would benefit their career.
5. Registration or confirmation letter from higher education required. A verification or certificate of completion a course completed during the period of July 1st thru June 30th of current year.
6. Deadline April 30th of current year.

**Filing the Scholarship Application:**

Scholarship applications will be accepted January thru April and must be post marked no later than April 30th of each calendar year. The winner will be announced at the spring conference in May. If there is not a conference the winner will be notified by mail no later than May 31st of the calendar year. The scholarship award will be for the purpose of funding any educational expenses (books, fees, etc.). **The decision of the scholarship committee is final!** The scholarship will be in the amount of $\_**500.00\_\_** per school year.

**The Scholarship Award Selection:**

All applications will be screened by the scholarship committee to make sure they meet the criteria established. All applications that have met the requirements will be reviewed or selection. The committee will review the completed application and select the top 3 applications, one of which will be awarded the scholarship. Once the process is narrowed to the 3 best (application and essay) the committee will vote to select the winner of the scholarship. **In the case of a tie or if a decision cannot be made, the final decision will be determined by the Scholarship committee chairperson, this decision will be final** (the chairperson will only vote in case of a tie or if a decision cannot be equitably be made). If there are no requests or candidates that meet the criteria for one of the scholarships, then two candidates of the other scholarship can be awarded per Executive Board approval.

**The Scholarship Committee:**

The scholarship committee will consist of the Professional Development Committee.

**Miscellaneous Information:**

BPRO reserves the right to use the name and / or photograph of the scholarship award recipient in promotional materials designed to increase awareness of the scholarship fund, and to solicit funding or advertise fundraising events for the scholarship fund.



**Be All You Can Be Scholarship in honor of Kay Lewis Application**

 Applicants Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing Address: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail Address: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Agency Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Current Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Years employed by Dept. of Social Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Years in current job: From \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Years in previous agencies as a Benefit Programs Specialist: From \_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of other agency(s)

 College, University or Vocational School attending:

 Current Member of BPRO: Yes \_\_\_\_\_ No \_\_\_\_\_

 Member of BPRO since: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will this course benefit you in your present position (maximum 150 words)?

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director/Designee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Appendix E

**Bitsy Candelario Memorial Scholarship Criteria**

**Children and Grandchildren of BPRO Members**

Bitsy was employed as an employment services worker starting in 1990 at the Virginia Beach Department of Social Services before she became a regional consultant for the TANF and VIEW programs in 1997. Bitsy was passionate about her work and always went the extra mile to help in any way she could. Both her cell and home phone numbers were well known across the state by eligibility and employment services workers who called her for her expertise and assistance. She seemed to work 24 hours a day; co-workers frequently received emails from her after hours, on holidays, and weekends. She cared deeply about our programs and the success of the families receiving services. There are countless families across the Commonwealth who have been touched and are better off because of her efforts.

**Eligibility Requirements:**

1. Applications will only be accepted from the biological child or grandchild of a current BPRO member with two prior years of membership or a specified child whom the BPRO member has legal custody (see below).

2. The Applicant should be a biological child or grandchild of a BPRO member or a specified child which legal custody exists, (i.e. stepchild, foster child, niece, nephew, cousin, etc.)

3. The Applicant should be a graduating high school senior, college freshman, sophomore or junior.

4. The Applicant must complete a 300 – 500 word essay on **“How have I made a difference in my community?”**

5. The Applicant must provide **(2)** letters of recommendation from a non-relative.

6. A copy of a letter of acceptance/enrollment from a college, university or vocational school to indicate enrollment in class which the applicant will be attending must be attached to the application.

**Filing the Scholarship Application:**

The Scholarship applications will be accepted January thru April and must be post marked no later than April 30th of each calendar year. The winner will be announced at the spring conference in May. If there is not a conference the winner will be notified by mail no later than May 31st of the calendar year. The scholarship award will be for the purpose of funding any educational expenses (books, fees, etc.). **The decision of the scholarship committee is final!** The scholarship will be a one-time award in the amount of **$500.00**

**The Scholarship Award Selection:**

All applications will be screened by the scholarship committee to make sure they meet the criteria established. All applications that have met the requirements will be reviewed or selection. The committee will review the completed application and select the top 3 applications, one of which will be awarded the scholarship. Once the process is narrowed to the 3 best (application and essay) the committee will vote to select the winner of the scholarship. **In the case of a tie or if a decision cannot be made, the final decision will be determined by the Scholarship committee chairperson, this decision will be final** (the chairperson will only vote in case of a tie or if a decision cannot be equitably be made). If there are no requests or candidates that meet the criteria for one of the scholarships, then two candidates of the other scholarship can be awarded per Executive Board approval.

**The Scholarship Committee:**

The Scholarship committee will consists of the Awards Committee, who will screen all request and refer the top 3 (three) candidates to the executive board who will make the final awarding.

**Miscellaneous Information:**

BPRO serves the right to use the name and/or photograph of the scholarship award recipient in promotional materials designed to increase awareness of the scholarship fund. All referrals are the discretion of the Awards committee.

 

**Bitsy Candelario Memorial Scholarship Application**

**Student Information:**

Student Name:

Mailing Address:

E-mail Address:

Graduating Senior: Yes \_\_\_\_\_ No Graduation Year

Name of High School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_ State Zip \_\_\_\_\_\_

College Student Status: \_\_\_\_ Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior

Name of College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College Address: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_ State Zip \_\_\_\_\_\_

Name of BPRO Rep: \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/Agency FIPS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix VI-B



 **SUGGESTED COMMITTEE REPORT FORMAT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF COMMITTEE DATE**

**ISSUE(S) ADDRESSED:**

**ACTION(S) TAKEN:**

**RECOMMENDATION(S):**



**CHARITABLE CONTRIBUTIONS REQUEST FORM**

 **Reason for Charitable Contributions request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_**

 **Amount of Contribution Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name of Member Making Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PD Number of Member: \_\_\_\_\_\_\_\_\_\_\_**

 **Date Request Submitted to the Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Approved by the Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Denied by the Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Note:

The maximum amount allowable will be **$50.00.** The request for contributions to a charitable cause must be submitted to the Board thirty (30) days in advance of the next scheduled meeting



**BPRO Vendor Contract**

Event: \_\_\_\_\_\_\_ BPRO/POSSESS/VASWP Conference

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contacts email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Exhibit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Set Up Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility typically provides 6’ skirted table. Please contact BPRO in advance if other set up

Is needed (including electrical hook up). Set up will be allowed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date and time)

Fee: $250 for 1st table; $75.00 for 2nd table

Sponsor Fee: $1500 Keynote/Break Sponsor (includes 1 vendor table)

***Please make checks payable to BPRO and return with this form no later than \_\_\_\_\_\_\_\_\_\_\_\_ to:***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Awards & Fundraising Chair**

**C/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. of Social Services**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, VA \_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@dss.virginia.gov**

Amount enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list all representative names for name badge purposes (limit 2):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Dear Vendors,

 On behalf of BPRO I would like to invite you to be a vendor at our statewide conference for social services employees from across the state. Virginia Benefit Programs Organization (BPRO), Virginia Alliance of Social Work Practioner’s (VASWP), and the Partnership of Office Services Support Employees in Social Services (POSSESS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference plans are in full swing. Conference estimate is between 400-500 people. We will be hosting our conference in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Our vendor tables are $150 for the first table and $75.00 for the 2nd table. The tables will not be located in a “lockable” room so plan to cover up the table and not leave anything valuable on the table overnight.

I am attaching the vendor contract at this time: if you are interested, please send the signed contract and your payment before\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions, feel free to contact me.

Thank you in advance for your consideration,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Awards/Fundraising Chairmen

C/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

\_\_\_\_\_\_\_\_\_\_\_\_, VA \_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_@dss.virginia.gov



Dear Vendors,

 On behalf of BPRO I would like to invite you to be a vendor at our statewide conference for social services employees from across the state. Virginia Benefit Programs Organization (BPRO), Virginia Alliance of Social Work Practioner’s (VASWP), and the Partnership of Office Services Support Employees in Social Services (POSSESS) \_\_\_\_\_\_\_\_\_ Conference plans are in full swing. Conference estimate is between 200-250 people. We will be hosting our conference in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at the \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Our vendor tables are $250 for the first table and $75.00 for the 2nd table. The tables *may* not be located in a “lockable” room so plan to cover up the table and not leave anything valuable on the table overnight.

The cost to be a BPRO sponsor for our \_\_\_\_\_\_\_\_\_\_\_ Break on Wednesday and \_\_\_\_\_\_\_\_\_\_\_ Break on Thursday is $1500.00. Your Sponsorship will be noted in the conference program as well as signage at the table.

The cost to be a keynote speaker sponsor is $2000.00. Your sponsorship will be noted in the conference program and you will have the opportunity to announce our speaker at our opening session.

The above sponsorship is on a first come first serve basis. If we receive more sponsors than needed, we will be glad to have you sponsor our \_\_\_\_\_\_\_\_\_\_\_\_ Conference.

I am attaching the vendor contract at this time: if you are interested in any of the above please send the signed contract and your payment before\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

If you have any questions, feel free to contact me.

Thank you in advance for your consideration,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Awards/Fundraising Chairmen

C/O \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

\_\_\_\_\_\_\_\_\_\_\_\_, VA \_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@dss.virginia.gov