



## WSBC Delegate Assistance Fund Application Form

**WSBC Delegate Funding Assistance for Conference to be held: \_\_\_\_\_**  
**(Application must be received by R2 Admin Assistant by September 1<sup>st</sup>)**

Intergroup Name \_\_\_\_\_ Intergroup Number: \_\_\_\_\_

Street or P.O.Box Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Email address \_\_\_\_\_

Intergroup Contact: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Contact Email address \_\_\_\_\_

Delegate Name \_\_\_\_\_ Delegate Telephone # \_\_\_\_\_

Delegate email Address \_\_\_\_\_

Intergroup Officer Signature/Title \_\_\_\_\_

Has the intergroup ever sent a delegate to WSBC?  Yes  No If "Yes," when? \_\_\_\_\_

Please indicate which committee you'd like to serve on at the WSBC and during the following year.

- Bylaws  Conference Literature  Finance  Professional Outreach  PI  Technology/Web Site  
 Twelfth-Step-Within  Unity with Diversity  Youth in OA

### SUPPORT FUND TABULATION TABLE

Delegate's estimated total expenses for WSBC: \$ \_\_\_\_\_  
(itemize on page 2 of application)

Less amount contributed by Intergroup: \$ ( \_\_\_\_\_ )

Less amount contributed by other sources: \$ ( \_\_\_\_\_ )  
(neighboring intergroups, region, WSO, fundraising, etc.)

Amount of money requested from the WSBC Delegate Assistance Fund: \$ \_\_\_\_\_

**Funding is based on the delegate sharing a room with at least one other delegate. If the delegate chooses to room alone, he/she is responsible to pay the difference between the cost of a single room and half of a shared room.** Estimated lodging for five nights, double occupancy (including taxes) to be based on WSO delegate funding allowance per person. Estimated meals for five days are to be based on the WSO delegate funding allowance.

**(NOTE: Intergroup must attach the latest financial statement in order for the application to be considered. The form provided on page 4 may be helpful.)**

**ESTIMATED DELEGATE EXPENSES**

Expenses: Airfare \$ \_\_\_\_\_  
Mileage (# miles x \$0.325) \$ \_\_\_\_\_  
Long-term parking \$ \_\_\_\_\_  
Hotel Room (Per WSO allowed maximum)\* \$ \_\_\_\_\_  
Food (per WSO allowed maximum)\* \$ \_\_\_\_\_  
Registration fee ( per WSO current fee)\* \$ \_\_\_\_\_  
Other: (please itemize expenses by attaching a separate sheet) \$ \_\_\_\_\_  
TOTAL: \$ \_\_\_\_\_

\*Information available on WSO website, Download section, under Service Body Support, Delegate Support Fund Application.

**FOR R2 USE ONLY**

Date intergroup last represented at Conference: \_\_\_\_\_

Date last funded: \_\_\_\_\_

Application:  Approved  Denied  Wait list

Reason denied: \_\_\_\_\_

Amount funded: \_\_\_\_\_ (NOTE: Check made out to the intergroup will be given at the final WSBC meeting.)

Intergroup/delegate contacted by: \_\_\_\_\_

Complete the application information and return this form by September 1<sup>st</sup> prior to conference to:

**Region 2 Admin Assistant**

**Fax: 714-995-0306**

**Email: admin@oar2.org**

**Mail:**

Joyce E. Fanning  
6058-C Lincoln Ave.  
Cypress, CA 90630

**Intergroup Information:**

\* Intergroup's last two assemblies attendance was \_\_\_\_\_, 20  
and \_\_\_\_\_, 20

\* Intergroup's # of WSO registered meetings \_\_\_\_\_.

**The Intergroup is applying for WSBC delegate funding due to (check all that apply):**

\_\_\_\_ Intergroup was recently formed or merged with another Intergroup.

\_\_\_\_ Intergroup is located in an isolated area.

\_\_\_\_ Intergroup has very few meetings.

\_\_\_\_ Financial hardship on Intergroup's 7th Tradition/Prudent Reserve

\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Per R2 Policy & Procedure Manual, Section VIII, Item D:

**2. WSBC DELEGATE ASSISTANCE FUND**

**Funding assistance to attend the World Service Business Conference (WSBC) will be available to those intergroups experiencing extreme financial difficulties; those intergroups who would be incapable of sending a delegate to the conference without financial assistance.**

**Intergroups should apply to Region 2 before applying to the World Service Office for financial assistance.**

- a) **Intergroups are expected to fund their representatives (RRs) attendance at assemblies. This policy provides assistance to financially challenged intergroups who are unable to participate without financial aid.**
- b) **WSBC Funds shall be available to assist Intergroups with financial hardships. Assistance each year will be based on the availability of funds, after considering the region's policy for maintaining a prudent reserve, as specified in this policy manual. Preference is given to those intergroups that have participated in the last two (2) R2 assemblies and have not sent a delegate to WSBC the prior year.**
- c) **Funding shall be as follows: A maximum of \$1,000 per intergroup to be used for food, travel, registration, hotel, etc. Funding for this policy shall not exceed \$3,000.00 per year.**
- d) **R2 Board shall coordinate participation, including:**
  - i. **Distribute application forms. Applications to be submitted by September 1st, preceding the conference. The deadline will be extended to January 1st if funds are available.**
  - ii. **Make final determination for funding.**
- e) **Participants are expected to fulfill the following requirements:**
  - i. **Attend all business meetings**
  - ii. **Arrive at WSBC Monday or Tuesday**
  - iii. **Serve on a committee**
  - iv. **Attend Workshops**
  - v. **Attend all voting on Thursday, Friday and Saturday**
  - vi. **Share a room if possible.**
  - vii. **Submit a written report to R2 Board upon return.**
- f) **Check for assistance will be made out to the Intergroup after the end of the Conference and will be mailed within 30 days, following receipt of:**
  - i. **A detailed R2 reimbursement form, signed by the intergroup's chair, with original detailed receipts attached.**
  - ii. **Reimbursement may not exceed the amount approved by the R2 Board, nor shall it exceed actual expenses after they have been reduced by World Service funding assistance.**
- g) **Extenuating circumstances: Should extenuating circumstances occur, such as illness or death in the family, which prevent the delegate's fulfillment of his/her duties, the R2Board may vote, on a case to case basis, to allow payment of assistance funds.**

**INTERGROUP'S FINANCIAL STATEMENT**

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A financial statement for the period January 1<sup>st</sup> through July 31<sup>st</sup> of the year prior to the conference must be included with your application for funds. The format below may be used.

Cash on hand January 1, 20_____			\$ _____
Plus	Income received:	Contributions	\$ _____
		Fundraisers	\$ _____
		Assemblies	\$ _____
		Sales	\$ _____
		Other	\$ _____
Less	Expenses paid:	Rent	\$ _____
		Utilities	\$ _____
		Newsletter	\$ _____
		Travel	\$ _____
		Literature	\$ _____
		Other	\$ _____
Cash on hand July 31, 20_____			\$ _____
Please list any outstanding financial commitments:			\$ _____
			\$ _____
			\$ _____
			\$ _____