

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	Constitution & By-Laws Committee
Number:	SOP-301
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees; Section 21: Amendment of By-Laws
Effective Date:	July 19, 2006
Revises Previous Date:	July 16, 1994

The Constitution and By-Laws Committee shall:

1. Be comprised of a minimum of five (5) regular members appointed by the President to serve a term of 2 years to ensure consistency in the operation of the Association's business including that of committees, officers and financial operations.
2. Be responsible for advising the Executive Board on issues relating to the SSCA Constitution and By-Laws.
3. Review and recommend Standard Operating Procedures to the Executive Board.
4. Read and become familiar with the Association's Constitution and By-Laws.
5. Accept and review written suggestions from any members in good standing of suggested amendments to the By-Laws or recommendations for constitutional revision.

The Constitution and By-Laws Committee will:

1. Assure that amendments to the By-Laws or revisions of the Constitution are promulgated as prescribed in the SSCA Constitution and By-Laws.
2. Make a report annually to the Association and shall make such reports as requested by the President or the Executive Board.
3. Provide a final and approved copy of the Constitution and By-Laws to the Editor of the Southern Concourse and the Executive Board.

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4. Accept all suggestions for revisions or additions to the Constitution & By-Laws and Standard Operating Procedures from any regular member of the Association will be submitted to this Committee for consideration and subsequent presentation to the Executive Board.
5. The Committee Chairperson will ensure that a call for Constitution & By-Law input is published in the Southern Concourse prior to the Mid-Winter Training Conference. The notice shall read:
 - "In accordance with the requirements of the SSCA Constitution & By-Laws, and as directed by the Association's Executive Board, the Constitution & By-Laws Committee is soliciting your suggestions and modifications to the Constitution, By-Laws, and Standard Operating Procedures. Submissions must be received by January 1 (specific year) to be considered. Submit written recommendations to (name and address of Committee Chairperson)."

This will allow for Committee review of any member recommendations during the Mid-Winter Training Conference and an initial committee report to be presented during this meeting.

6. Ensure that proposed changes to either the Constitution or By-Laws are published in the Southern Concourse or provided to each active regular member at least 30 days prior to the Annual Summer Training Conference.

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Procedure:	Host Committee
Number:	SOP-302
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 13: Meetings and Section 14: Committees
Effective Date:	February 4, 2006
Revises Previous Date:	February 14, 2004

This Committee shall have general oversight of the physical arrangements for the Mid-Winter Training Conference and the Annual Summer Training Conference.

The Committee chairperson and vice-chairperson shall be appointed by the President and its members selected by the President and chairperson. It may designate sub-committees to deal with specific needs. Among specific duties of the committee are:

1. Secure support from relative governments and law enforcement agencies;
2. Negotiate and finalize contractual agreement with hotel and all other necessary facilities;
3. Contract with local exhibit company or prepare and manage exhibitor contracts including insurance, drayage, and storage;
4. Prepare budget as defined in "Host Committee Budget" for presentation and approval at Mid-Winter Training Conference;
5. Request start-up funding from Executive Board;
6. Secure necessary documents from the Executive Board to open and maintain a SSCA Host Committee checking account.
 - a. If the SSCA Federal Employee Identification Number (TAX Number) is used for the checking account all revenues and expenses must be recorded using the attached SSCA Chart of Accounts.
 - b. All financial records that support the accounting records must be retained and forwarded to the Executive Secretary no later than January 31 of the year following the conference;

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7. Secure funding and donations for special events, door prizes, etc.;
8. Maintain thorough and accurate records and receipts of all monetary transactions, donated goods and services, etc., using the attached Chart of Accounts to record receipts and expenses;
9. Plan and coordinate a promotional hospitality function at the preceding year's Annual Summer Training Conference;
10. Plan and coordinate arrangements for the Mid-Winter Training Conference;
11. Prepare promotional articles and pre-registration material for Winter and Spring editions of the Southern Concourse;
12. Design a registration process which provides an accurate record of membership, conference registrants and monies, and accommodates site-specific needs and/or limitations;
13. Work with Program Committee to allocate space for general sessions, break outs, etc.;
14. Work with hotel banquet coordinator to select menus, prices, settings, etc. for all food and/or hospitality functions;
15. Establish central operations staff to coordinate conference services such as information gathering and dissemination, medical and other emergencies, message center, ground transportation, VIP services, media contact, security, event insurance, etc.;
16. Obtain and schedule security as dictated by physical plant;
17. Design and oversee the printing of conference program;
18. Close out books and checking account from the Annual Summer Training Conference prior to the following Mid-Winter Training Conference. Prepare a financial statement of the activities of the Host Committee for SSCA and forward it along with all remaining funds to the Association Treasurer;
19. The Committee Chairperson shall obtain a current copy of the SSCA Conference Manual from the President-Elect;
20. Solicit exhibitors and sponsors for the conference activities/events, as outlined in the Standard Operating Procedures;

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21. Select and secure entertainment as needed for special events such as the banquet. Execute written contracts with individuals or agents;
22. Prepare and disseminate training validations/certificates to participants;
23. Provide costs for special events to the Vendor liaison(s) at the Mid-Winter Training Conference when the Host Committee budget is presented; and
24. Immediately provide copies of registration forms which include membership dues, mailing information, and these dues to the Executive Secretary so appropriate processing of the membership application may be completed and new membership information provided to the individual. If membership information is received July 1 or after, such information will be placed in folder and handed to Executive Secretary at the Annual Summer Training Conference to ensure timely processing of these new memberships.

HOST COMMITTEE BUDGETING

The Host Committee shall prepare its budget for presentation and approval at the Mid-Winter Training Conference.

1. The budget is for the income and expenditures associated with all conference activities, excluding Program Committee activities listed below.
 - Hotel expenses
 - Special events
 - Sports activities
 - Door prizes
 - Banquets (including meals)
 - Entertainment
 - Hospitality rooms and supplies
 - Conference promotions
 - Advertisement
 - Conference Program Books
 - Exhibit space costs
 - Decorations
 - Flowers and table center pieces
 - Registration
 - Audio visual for entertainment awards program and special events

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2. The budget for Program Committee activities will include:

- Speakers and trainers
 - ✓ Speakers' fee
 - ✓ Travel
 - ✓ Lodging
 - ✓ Per diem
- Reproduction of training material
- Training certificates
- Audiovisual for training programs

All income and expenditures identified in the conference activity budget shall be managed by the Host Committee in an account separate from the SSCA operating budget. Income and expenditures for the Program activities shall be managed within the SSCA operating budget and in compliance with SOP-106.

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Chart of Accounts

Host Committee Budget:

Income

Start-up advance	3500
Registration	??3101
Ticket Sales	3502
Exhibits	3503
Advertising	3504
Banquets	3505
Hospitality	3506
Special Events	3507
Golf	3508
Other income	3509

Expenses

Start-up refund	4501
Hospitality	4502
Hotel contract	4510
Audio visual	4511
Exhibits	4520
Pipe and draping	4521
Signage	4522
Door prizes	4523
Past Presidents' Breakfast	4530
President's Reception	4531
Awards Banquet	4532
Entertainment	4533
Registration	4540
Registration rebate (\$10 per paid registrant)	4541
Tickets	4542
Postage	4550
Supplies	4551
Telephone	4552
Printing	4553
Miscellaneous	4554
Flowers	4555
Program booklet costs	4556
Event Insurance	4557
State Conference Night	4560

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Procedure:	Program Committee
Number:	SOP-303
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 13: Meetings and Section 14: Committees; SSCA Expense Statement/Reimbursement Request, SOP-205
Effective Date:	July 15, 1998
Revises Previous Date:	July 12, 1997

The Program Committee is responsible for designing, planning, and presenting the training program at the Association's Annual Summer Training Conference.

The committee shall consist of a minimum of ten (10) members representing the various states disciplines of the criminal justice system. Included in this responsibility are duties to:

1. Select a theme and design a training program around the theme;
2. Select topics for a format to include general sessions and/or workshops, special interest groups and leadership development session;
3. Prepare budget as outlined in "Program Committee Budget" for presentation and approval at the Mid-Winter Training Conference;
4. Select and secure speakers and trainers. Execute written contracts or letters of agreement with each, defining costs of honorarium and/or expenses. Coordinate with Host Committee all commitments with speakers for complimentary sleeping rooms, covered meals, ground transportation needs, presentation needs, etc. All agreements should be approved by the Program chairperson, Host Committee chairperson, and SSCA Treasurer;
5. Prepare an estimated budget to be submitted to the Finance Committee for the training component and request funding from the Executive Board at the Mid-Winter Training Conference;
6. Work with the Host Committee to ensure proper allocation of meeting room space;
7. Provide Host Committee necessary information to prepare promotional material for the Southern Concourse, at least four (4) months prior to the Annual Summer Training Conference;

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8. Provide Host Committee with information on speakers and trainers to include names, addresses, topics, biographical information, etc., necessary to prepare the printed conference program at least three (3) months prior to the conference;
9. Provide facilitators, evaluators and/or moderators as needed for all general sessions and workshops;
10. Appoint program coordinators, as needed, to work with speakers and workshop leaders, to determine audiovisual needs, transportation, and lodging needs, receipt/storage of handouts, timely receipt of biographical information, etc.;
11. Supply Host Committee a list of program participants, which indicates VIP status, ground transportation requirements, lodging dates, and any other information necessary for scheduling during the conference;
12. Prepare a process and the necessary forms (see attached example) for evaluating all segments of the program and the overall conference;
13. Utilizing the approved SSCA expense form, process paperwork necessary for paying speaker expenses; and
14. Ensure all invoices, requests for expense reimbursement and other bills for program activities are presented to the SSCA Treasurer for payment. Such expenses shall include:
 - Speakers and trainers
 - ✓ Speakers' fee
 - ✓ Travel
 - ✓ Lodging
 - ✓ Per diem
 - Reproduction of training material
 - Training certificates
 - Audiovisual for training programs

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Chart of Accounts

Program Committee Budget:

Income

Conference Revenue	3004
Donations	3006
Other Income	3010

Expenses

Program	4031
Speakers' Fees	4033
Printing reproduction	4034
Audio/visual	4035
Travel/per diem	4036

Attachments: Duties of Session Evaluation
Conference Evaluation Form

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BANK DEPOSIT TRANSMITTAL**

Date: _____

Regular Memberships (3001)	\$	_____
Affiliate Memberships (3002)	\$	_____
Associate Memberships (3012)	\$	_____
Supporting Patron (3011)	\$	_____
Conference Revenue (3004)	\$	_____
Advertising, Other (3005)	\$	_____
Donations (3006)	\$	_____
Sales (3009)	\$	_____
Other Income (3010)	\$	_____

Total Deposit	\$	_____

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Duties of Session Evaluators

1. Pass out evaluation forms to session participants; request that they complete them and return the form to you at the close of the session;
2. Collect evaluation forms as participants leave the session;
3. Determine the majority opinion of the participants regarding impressions of the session; report majority opinion on a blank form, along with significant comments/suggestions about the session and presenter;
4. Record your own impressions of the session and presenter; and
5. Return all completed forms and your tabulations and remarks to the Program Committee Chairperson or their designated representative.

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SOUTHERN STATES CORRECTIONAL ASSOCIATION CONFERENCE EVALUATION FORM

Instructor _____

Session Title _____ Date _____

On a three point scale, please answer all questions in terms of your impressions regarding this session:

	POOR	SATISFACTORY	EXCELLENT
1. Adequacy and accuracy of program description	1	2	3
2. Seminar content and presenter's knowledge of subject or topic	1	2	3
3. Presentation format of the session	1	2	3
4. Relevance of content to your needs	1	2	3
5. Speaker effectiveness	1	2	3
6. Usefulness of information acquired	1	2	3
7. Opportunity for interaction, questions, and responses	1	2	3
8. Overall opinion of the session	1	2	3

Comments/Suggestions about the Session:

Comments/Suggestions about the Presenter:

Please return this form to the Program Evaluator as you leave the session. Thank you for your comments.

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Procedure:	Resolutions Committee
Number:	SOP-304
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 19, 2006
Revises Previous Date:	July 16, 1994

The Resolutions Committee shall be made up of a minimum of four (4) regular members appointed by the President.

Duties and responsibilities of the committee include:

1. Presentation of resolutions for adoption at the Annual Summer Training Conference business meeting. Resolutions shall include but not be restricted to:
 - a. A resolution regarding issues of concern to the membership reflecting SSCA's position.
 - b. A resolution expressing appreciation for services rendered by the conference hotel.
 - c. A resolution of sympathy and recognition for incidence of death among the membership.
 - d. A resolution of appreciation for outstanding service of members during year, i.e., the Program Committee, the Host Committee, out-going President, members retiring from criminal justice, etc.
2. Solicit and accept recommendations for resolutions from the Executive Board, through the Southern Concourse and by any other means available
3. Prepare resolutions in the standard format for presentation to the recipient. The resolution shall be signed by the President and the Chairperson of the Resolutions Committee and contain the SSCA seal and ribbon affixed to the resolution.
4. Ensure all Host and Program Committee members receive originals of their resolutions.

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Procedure:	Time & Place Committee
Number:	SOP-305
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 13: Meetings and Section 14: Committees
Effective Date:	July 18, 2007
Revises Previous Date:	August 13, 1992

The Time and Place Committee shall be appointed by the President at the closing business meeting of the Annual Summer Training Conference and shall consist of a minimum of three (3) individuals who are active members. It is recommended that one individual have some knowledge and/or experience in negotiating with hotel(s) for conferences.

Duties and responsibilities of the committee include:

1. Coordinate activities with the Vice-President in selecting a conference site for his/her term as President.
2. Receive and investigate applications from states interested in hosting the Annual Summer Training Conference based on the considerations listed below. They shall make recommendations at the next annual business meeting for selection of time and place of the conference two (2) years ahead.
3. Considerations for selection of time and place:
 - a. The applicant state's corrections organization(s) should provide letters supporting hosting the conference;
 - b. Applicant city's/state's support of the conference bid;
 - c. Accessibility of site to major transportation;
 - d. Trade calendar of competitive events;
 - e. Size, location, and layout of proposed site:
 - i. Number of sleeping rooms? Overflow?
 - ii. Meeting rooms available

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- iii. Traffic flow patterns
 - iv. Exhibit space availability and accessibility
 - v. Food service
 - vi. Cost of sleeping rooms, food service, corkage fees, cancellation policies, etc.
 - vii. Ground transportation available
 - viii. Ancillary services and attractions in area
- f. Identify dates for both Mid-Winter Training Conference and Annual Summer Training Conference; tentative dates for the Program Committee to meet in October of the preceding date may be set at the discretion of the Vice-President; and
- g. A contract with the host hotel should be executed by an officer of the Southern States Correctional Association.

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Procedure:	Membership Committee
Number:	SOP-306
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	None
Effective Date:	July 18, 2007
Revises Previous Date:	July 19, 2006

The Membership Committee is composed of the Vice-President as Chairperson, all State Representatives, and the Executive Secretary, as an ad hoc member. The committee is responsible for recruitment of new members and service to the Association's membership.

The committee has specific responsibility for the following:

1. Ensure that a list of all members is maintained on a current basis. The list will contain the member's name, title, employing agency, mailing address, telephone number, date paid, expiration date and type of membership;
2. Ensure that individuals applying for membership meet eligibility criteria;
3. Provide all members with membership identification card, lapel pin, a recent copy of the Southern Concourse, and any other item(s) approved by the Executive Board;
4. Provide members notification of impending membership expiration; notify the affected State Representative of membership expirations in his/her state;
5. Prepare a membership brochure and application form for use by the Association; update same as needed to reflect changes in membership categories, dues, mailing address, etc.;
6. Develop and coordinate membership incentive programs for the Association;
7. Provide membership liaison with other organizations; establish and staff a membership booth at conferences of other organizations;
8. Maintain contact with all agency heads in the fourteen states to solicit their support of the Association and specifically the activities of the elected representative(s) from their state, and

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9. Maintain contact with vendors who support SSCA through exhibits, advertising sponsorships and other means to encourage their continued support and membership as a Supporting Patron. Coordinate this activity with SSCA's exhibitor liaison.

The committee will also establish and recommend eligibility standards for Affiliate, Supporting Patron and Dual membership categories; and review membership applications for these membership categories.

1. Eligibility standards for Affiliate membership shall be:
 - a. A criminal justice association, department or institution within the borders of the member states; and
 - b. Written or verbal support from an Executive Board member within the state.
2. Eligibility standards for Supporting Patron membership shall be:
 - a. A private agency, commercial or business enterprise (industrial or corporate) with an interest in the criminal justice system and SSCA;
 - b. Written or verbal support from an Executive Board member.
3. Eligibility standards for Dual membership shall be:
 - a. A Chapter which upon affiliation or thereafter enters an agreement with SSCA.
 - b. Each member of the Chapter will hold membership both in the chapter and SSCA.
 - c. Written or verbal support from an Executive Board member.

The Membership Review Committee will make every reasonable attempt to establish that applicants for Affiliate and Supporting Patron membership are reputable organizations and adhere to the same general principles stated in the Association's Code of Ethics.

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Procedure:	Long-Range Planning Committee
Number:	SOP-307
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 19, 2006
Revises Previous Date:	January 16, 1998

The Long-Range Planning Committee shall be appointed by the President at the closing of the business meeting of the Annual Summer Training Conference and shall consist of five (5) members, two of whom will be Past-Presidents, the Association Secretary and Treasurer, and a regular member, and shall serve a term of three (3) years.

Duties and responsibility of the committee include:

1. Tentative planning for the Association's activities up to five (5) years in the future.
2. The main purpose of establishing stability and direction for the Association's future administrations. The committee will make recommendations on all new issues or projects that arise.
3. Review and make recommendations on any issues or concerns regarding the Association, requested by the President or Executive Board.
4. Make a report to the Executive Board at the Mid-Winter Training Conference and the Annual Summer Training Conference.

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Procedure:	Research and Grants Committee
Number:	SOP-308
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 19, 2006
Revises Previous Date:	July 19, 2005

The Research and Grants Committee, appointed by the President, shall consist of a minimum of eight members representing various states and a variety of fields in the criminal justice system. At least one of the appointed members will also be appointed to serve on the Program Committee to assist in locating financial grants to offset the cost of program expenses to the Association.

The purpose of this committee is two-fold. They are as follows:

1. One purpose is to explore and locate available financial grants or inexpensive training, training aids and equipment that can be used by members in their respective states or by the Southern States Correctional Association.
 - a. This information can be derived from other members, organizations, government agencies, universities, or private citizens.
 - b. It will be made available to the SSCA membership through publication in the Southern Concourse.
 - c. It will be made available to the Program Committee through the appointed Research and Grants Committee member serving on the Program Committee.
 - d. Upon the Executive Board's request for information regarding trainers/speakers for special training sessions, all possible financial aid resources will be provided.
 - e. Contact information will be maintained by the Research and Grants Committee in order for there to be a single source of information available to members.

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2. The second purpose of the committee is to publish and distribute information regarding various correctional issues, programs and concerns. The combined knowledge and experience of the SSCA membership will be the source of this information.
 - a. This can be accomplished by research done by the committee itself or by working with universities or governmental agencies.
 - b. The SSCA Executive Board must approve any contracts with outside research staff.

Additional duties and responsibilities include:

1. The Committee, at a minimum, will convene as a whole at each SSCA Conference.
2. The Committee chair will review with members the Committee's action plan, discuss progress and ensure compatibility with SSCA's visions and goals as set by the President.
3. At each SSCA Conference, the Committee chair (or representative) will report the progress of the Committee to the Executive Board.

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Procedure:	Catastrophic Weather Committee
Number:	SOP-309
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 16, 2008
Revises Previous Date:	None

The Catastrophic Weather Committee (CWC) will be a standing committee composed of volunteers that have expressed interest in serving on the CWC. These individuals will then be appointed by the President to serve. The President will designate a Chairperson and Vice-Chairperson of the CWC at this time.

The formation of this committee, its purpose and the rules for applying will be posted in the Southern Concourse to make all members aware of its existence and to inform them of the rules for applying for aid in the event of a natural disaster.

Duties and responsibilities of the Catastrophic Weather Committee include:

1. Gathering items for the silent auction at the Annual Summer Training Conference. The items for auction may be trips, hotel stays, physical items such as microwaves, toasters or any items that may be of interest to the membership.
2. The silent auction will be conducted for two (2) days with the announcement of the winners made at the annual banquet. (Posting of the names of the winners outside the banquet will be sufficient).
3. Monies raised will be placed in a separate bank account that will be labeled Catastrophic Weather Funds. Payout of monies will require the same signatory process as all other funds. These funds will not be used for any purpose but the catastrophic weather fund.
4. Funds raised will be held in the Catastrophic Weather Fund until such time as needed.
5. Funds may be requested from this fund by anyone who is an active, current member of SSCA for at least one year prior to a catastrophic weather event.

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- a. For the purpose of this SOP, a catastrophic weather event is defined as a hurricane, tornado or flood that has been labeled as such by the National Weather Service.
 - b. The maximum amount of an award to any member shall be no greater than five hundred dollars (\$500) per calendar year.
6. Once a catastrophic event has been declared, members of SSCA, whose membership has been active for a minimum of one year, may apply, in writing to their State Representative for assistance.
- a. The State Representative will then forward this request, in writing, explaining the nature of the loss and the circumstances, to the Chairperson of the CWC for consideration by the committee.
 - b. Requests will be dated by the Chairperson of the CWC to indicate the date the request was received and requests will be considered on a "first come, first served basis."
 - c. If the committee approves the request, it will designate an amount to be paid and forward it to the SSCA Treasurer for payment.
 - d. The Chairperson of the CWC will also inform the State Representative of the results of the request.
 - e. Funds may be expended by the CWC until all requests have been filled or funds are exhausted, whichever comes first.