

Event Payment Request Instructions

Convention of States Action (COSA) depends on the work of its dedicated volunteers and is excited for its state teams to organize and participate at community events. We want to help you in this process as much as possible, and we have adopted the following guidelines to assist with funding for these events, including by making payments for registration fees, venue costs, printing charges, and certain other event expenses.

1. Submit the Event Payment Request Form.

In order to request a payment, please submit a completed [Event Payment Request Form](#) to payment@cosaction.com **at least 21 days before payment is due**. Requests submitted after this deadline may not be processed in time. All payment requests should be submitted by the State Director or another team leader in consultation with the State Director. Please include all relevant information and attach any applications, registrations, contracts, or insurance requirements. Contracts should not be signed on behalf of the organization prior to approval.

2. Wait for approval.

Once your request has been submitted, it will be processed by our events coordinator and submitted for review by the regional director, legal department, executive team, and other departments as appropriate to ensure payment is consistent with the organization's purpose and strategic objectives. Several factors will be considered in reviewing these requests:

1. Is the event consistent with the organization's mission?
2. Is the event a cost-effective use of the organization's funds?
3. Have similar events been successful in the past?
4. Could payment violate any state laws or regulations?

3. Receive confirmation.

Once a request is approved, a staff member will arrange for payment to be made directly to the appropriate venue and will send you confirmation. **State laws may limit our ability to reimburse volunteers for expenses**. If the nature of the event or payment requires reimbursement, please indicate that on the request and wait for approval. If approved for reimbursement, a [Volunteer Reimbursement Form](#) will need to be submitted with appropriate receipts and documentation. If you require printed literature or other informational materials, please submit an online [Print Order](#) request. Print orders require at least two weeks to process and ship, so please plan accordingly.

4. Complete the Post Event Questionnaire.

After the event has concluded, submit a completed [Post Event Questionnaire](#) to payment@cosaction.com within 10 days. This form enables us to evaluate the success of these events and learn how to better support you and your team at future events. **Submission of this form is REQUIRED in order for your team to be considered for future events**. Please upload any photos or videos from the event [to our videographer at this link](#) so that COSA can promote your team's event on social media.