

Grassroots Guidelines for Payment Requests from COS National

Note: All requests are subject to approval by your Regional Director and the National Staff.

Link to Event Forms: <https://conventionofstates.com/grassroots-events-forms>

Frequently Asked Questions:

- 1) Can I just submit a Reimbursement form for the expenses I have paid out of my own pocket?
 - i) No, any expenses must be submitted first through the Event Payment Request Form. (EPRF) All requests need pre-approval, so please check with your RD if you have a situation that is not addressed on this document.
- 2) I am planning to hold an event. How much is National willing to pay for a venue?
 - i) We encourage our volunteers to look for free venues, but we know it isn't always possible to find the right venue for your event that is free.
 - ii) We recommend that you try to keep it under \$100, unless it is an event such as a fair or festival that will run for multiple days. If you are planning a big event with National COS Headliners, you will want to consult with your Regional Director (RD), State Director (SD) and your Events Coordinator (EC) if you have one.
 - iii) It is ideal to weigh the cost/benefit when you are considering venue costs. How many petition signers might you get? How many volunteers might you expect to join the team? What are the expectations for getting a large audience to your event?
 - iv) Some events may require parking and entry fees. Add this to the EPRF.
- 3) Our team needs supplies for our booth/table. Will National help with this?
 - i) National is willing to provide teams with banners <https://conventionofstates.com/grassrootsprinting> and table runners. <https://shopconventionofstates.com/collections/promotional-products/products/cosa-table-runner> We encourage our teams to share as much as possible, and to find out what current members of your teams already have these items. Talk with your SD and RD. If the need arises for the banners and the tablecloths, an EPRF can be submitted and your team will get these items for your events. You can also order tablecloths from other sources. Here is one example: <https://tableclothfactory.com/products/90x132-navy-blue-seamless-polyester-rectangular-tablecloth?variant=46822272975>

- ii) Tents, tables, chairs, iPads, t-shirts, check with your team members to find out if anyone already may have these items.
 - iii) Sometimes National will provide t-shirts for rallies; this is at the discretion of the Regional Director. Block walking t-shirts are provided to those volunteers who are part of the state's block walking team.
- 4) What about literature for all of the events our states do?
- i) Each year the National Legislative team publishes a Surge document that is given to legislators. There is a library of Surge documents available at ConventionofStates.com and these can be reproduced by our grassroots.
 - ii) Orders for COS literature should be done through our website. <https://conventionofstates.com/printorders> Some of our teams have created their own tri-fold fliers. These are specific to their states, and can be printed at much lower cost than the literature on the order form if printed locally. These do have to have the approval of our Communications team. Branding is a legal issue and the procedures must be followed. Your RD can help with this.
- 5) What about pocket Constitutions and pocket guides?
- i) We have provided pocket guides to legislators, but we ask that our grassroots purchase pocket guides and pocket Constitutions.
- 6) I would like to offer food and refreshments at our event. Will National help with food costs?
- i) We understand hospitality and that it has a place, however, if you wish to have such an event the volunteers will need to incur the expense. . Although it is a nice gesture, having food and beverages at events isn't the best way to ensure a large turnout at an event.
 - ii) Our Regional Directors believe when the state team leaders gather together for strategy meetings and for events such as rallies, it is a wonderful opportunity to break bread together. Please consult your regional director. Food requests through the EPRF will not be approved.
- 7) We would like to have a float for parades. Is that something the National team would support financially?
- i) National cannot be responsible for a trailer and the storage required. With 50 active states, it would be extremely expensive to manage trailers and insurance for each team.
 - ii) National will consider covering the costs for material for your float.
- 8) I sometimes travel quite a distance to work an event. Will National pay for me to stay in a hotel?
- i) Generally, no. It is best to get volunteers who are closest to where the event is to be held to work that event. There could be circumstances the Regional Director would consider. Please check with your State Director.
- 9) What else do I need to do if National is funding an event for our state?
- i) The last step is to complete and submit a Post Event Questionnaire (PEQ) within 14 days after an event ends.