

**THE OHIO ASSOCIATION OF GERONTOLOGY AND EDUCATION, INC.
(OAGE)**

COMMITTEE EXPENSE REQUEST POLICY

POLICY

It is the policy of the Ohio Association of Gerontology and Education (OAGE) to maintain a Committee Expense Request Policy.

PURPOSE

The purpose of the Committee Expense Request Policy is to provide a mechanism so that OAGE committees can annually request financial resources to pursue.

PROCEDURE

Individual committees may request a line item in the annual budget as follows:

1. At the April board meeting, each committee should indicate their intention to request a line item in the budget for the next fiscal year (October 1 – September 31).
2. A committee's formal budget request and justification for funds must be submitted to the Executive Committee on or before August 1st (annually).
3. At the September board meeting, the Executive Committee will make recommendations to the board for the following fiscal year and the board will vote on the recommendations.