

****FOR STATE-ALLOTTED NEA DELEGATE AGREEMENT ONLY****
DIV OF PRINCIPALS/ADMINISTRATORS
GUIDELINES FOR NEA CONVENTION

1. The delegate should attend the convention orientation conducted by the NCAE President or President's designee.
2. Delegate must attend all caucus meetings unless excused by the President or the President's designee.
3. Delegates must be seated in the delegate area at the RA.
4. Delegates must be in attendance at the RA until the end of the business sessions.
5. Late arrivals or early departures will constitute forfeiture of part of the stipend. The amount to be forfeited will be pro-rated at the discretion of the Division of Principals/Administrators Board of Directors at a rate predetermined by the Board. The deadline for reimbursement would be two (2) weeks after written notice from the Division's President.
6. **In the event that the delegate is unable to attend the Convention, the delegate shall return the full amount of the state delegate stipend to the NCAE office within one (1) week after the convention.**
7. **Delegates must return all receipts within 45 days after the last day of the convention. The deadline is Thursday August 22, 2019. If not received within the 45 days, a 1099 will be sent.**
8. Delegates are encouraged to participate in the fundraising activity for the Fund for Children and Public Education (NEA-PAC) at the prescribed rate requested per delegate. ***The state allotment CANNOT be used to make a contribution to the NEA FCPE.***

I agree to follow the state delegate guidelines as outlined in this agreement.

Delegate's Name (Printed)

Delegate's Signature

(DATE)

Please sign and return this form to Derevana Leach
via fax (919/829-1626) or e-mail (Derevana.leach@ncae.org)