

Exhibit A

COLORADO GOVERNMENT FINANCE OFFICERS ASSOCIATION BY-LAWS (AS AMENDED BY MAIL BALLOT IN NOVEMBER 2013)

ARTICLE I - NAME

A. NAME: The name of the Association shall be "Colorado Government Finance Officers Association," herein sometimes referred to as "Association."

ARTICLE II - PURPOSE

A. PURPOSE AND OBJECTIVES: The purpose and objectives of this Association shall be:

1. To improve the practice of governmental finance in Colorado, as developed and recommended by the Government Finance Officers Association of the United States and Canada and other recognized authorities in the field of governmental administration, by developing mutually understandable procedures of accounting and financial reporting, budgeting and capital planning, cash management, financial administration, and debt management by encouraging the use of appropriate technology; by employing consistent financial classification, and principles; by training qualified public officials and employees; and by promoting ethical, high quality governmental service.
2. To develop closer relationships and understanding among those concerned with public finance in Colorado by facilitating a system of networking, by promoting training and sharing of information among finance officers; by identifying career enhancement opportunities; by providing a forum for the discussion of common issues and problems; and other objectives of a mutual interest to public finance officers.

B. OPERATIONS: The Association will operate as a not-for-profit organization under Regulation 501(C)(6).

ARTICLE III - MEMBERSHIP

A. TYPES OF MEMBERS: The types of members of the Association shall be:

1. GOVERNMENT MEMBERS: A government member shall be any government employee or appointed or elected official of a governmental entity in the State of Colorado who has paid membership dues for the current membership period. Government members are eligible for full participation in the Association, including voting and holding office.
2. OUT-OF-COLORADO MEMBERS: An out-of-Colorado member shall be any government employee or appointed or elected official of a governmental entity outside Colorado who has paid membership dues for the current membership period. Out-of-Colorado members are eligible to vote, but not hold office in the Association.
3. ASSOCIATE MEMBERS: An associate member shall be any person not eligible for government membership who is interested in the principles and practices of governmental finance, who subscribes to the purpose of this Association, and who has paid membership dues for the current membership period. Associate members shall be ineligible to vote or hold office in the Association.
4. INACTIVE MEMBERS: An Inactive member shall be any previous government employee or appointed or elected official of a governmental entity in the State of Colorado who was a Colorado Government Member of the Association, has paid dues and is currently retired (not working at all) or unemployed. Inactive members shall be ineligible to vote or hold office in the Association. Past Colorado Government members may petition the membership committee chair for Inactive membership status based on other unique circumstances.

5. AFFILIATE MEMBERS: An affiliate member shall be any individual with an interest in government finance who does not fall under one of the previous categories. Affiliate members shall be ineligible to vote or hold office in the association.

B. TRANSFERS: Paid memberships from the same entity may be transferred to another individual at the President's discretion.

C. DUES: Dues shall be set by the Executive Executive Board by November 30 of each year for the following year, for each type of member as described in Section A, above. The President may reduce the membership dues for hardship cases.

D. MEMBERSHIP PERIOD: The membership period shall be the calendar year.

ARTICLE IV- OFFICERS

A. OFFICERS: The officers of this Association shall be a President, a Vice-President, a Treasurer and a Secretary.

B. TERMS: The President and Vice-President shall be elected for a period of one (1) year. The Secretary and Treasurer shall be elected for staggered two (2) year terms. The term of every office will begin January 1 following the annual meeting at which ballots are cast for that office, except that the Vice-President shall, without election, succeed to the office of President for the following year.

C. VACANCIES: Any vacancy shall be filled by a majority vote of the Executive Executive Board. The person selected shall serve during the remainder of the unexpired term of the predecessor.

D. DUTIES: The duties of officers shall consist of those duties that normally are performed by such officers, unless such duties are otherwise specifically assigned by the Executive Executive Board.

ARTICLE V - EXECUTIVE EXECUTIVE BOARD

A. MEMBERS: There shall be an Executive Executive Board of nine (9) members consisting of the officers, the immediate Past President, and four (4) members elected at large.

B. TERMS: Executive Executive Board members shall serve for two (2) year staggered terms. The terms of office will begin January 1 following the annual meeting at which ballots are cast for that position.

C. VACANCIES: Vacancies created prior to term end shall be filled by majority vote of the Executive Executive Board. The person selected shall serve during the remainder of the unexpired term of the predecessor. All vacancies shall be filled within sixty (60) days.

D. DUTIES: The Executive Executive Board shall transact the business of the Association; decide policy matters; decide the time, place and program of meetings; make and execute contracts for the Association; study all matters referred to it by members of the Association; and perform other duties pertaining to the advancement, welfare and the best interest of the Association and members.

E. MEETINGS: The Executive Executive Board shall meet as necessary upon the call of the President, but not less than twice each year.

F. FINANCIAL RESPONSIBILITY: The Executive Executive Board shall establish procedures and internal controls for the proper manner of receiving and disbursing funds, provide for an annual inspection of the Association's accounts, and annually adopt a budget for the following year.

G. QUORUM: For transacting business of the Association, a quorum of the Executive Executive Board shall consist of five (5) members.

ARTICLE VI - ELECTION OF OFFICERS AND EXECUTIVE EXECUTIVE BOARD

A. Elections shall be conducted by ballot.

B. NOMINATION COMMITTEE: Each year a Nomination Committee chaired by the Vice-President and consisting of the Vice-President, the immediate Past President and the previous Past President, two active members at large (appointed by the current president), and two active members with CGFOA Executive Board experience shall propose names from the government membership as candidates for each office and at large CGFOA Executive Board positions to be filled.

If the Vice-President would leave CGFOA, a replacement shall be made in conformance with Article IV C of the bylaws. In the first year of appointment, one of the active members and one of the active members with past CGFOA Executive Board experience will be appointed for a one-year term and the other two positions will be appointed for a two-year term. All four may be reappointed to their positions for two additional two-year terms.

Nominations will be made in a manner that encourages statewide representation on the Executive Executive Board. The Nomination Committee should strive to recommend candidates who will represent the broad diversity of CGFOA. Examples are candidates who represent various sizes of organizations, various types of governmental organizations, and provide for statewide geographic representation.

The Nomination Committee should be active year round in identifying and contacting people to serve on the executive Executive Board, It is important for the long-term viability of the organization that candidates be identified and contacted early in the calendar year. The nomination committee should strive to have multiple candidates for each position. If a candidate is not successful, they should be encouraged to join a committees of CGFOA so they can remain engaged and possible future candidates.

The Nomination Committee shall distribute the ballots for the slate of candidates to the eligible membership no less than thirty (30) days prior to the annual business meeting.

C. CONDUCT OF ELECTIONS: The distribution of ballots, the various forms to be used, the counting of the ballots, the announcement of the election results and all other administrative functions relating to the election of officers and at large Executive Executive Board members shall be the responsibility of the Nomination Committee. All government members shall be eligible to vote. All ballots shall be retained by the Administrator for one (1) year after each election.

ARTICLE VII - STANDING COMMITTEES

- A. COMMITTEES: The Association will have the following standing committees:
1. MEMBERSHIP COMMITTEE: The Membership Committee shall be responsible for soliciting new members for the Association and maintaining a current list of members.
 2. EDUCATION COMMITTEE: The Education Committee shall be responsible for developing and sponsoring educational opportunities for members or other individuals interested in governmental finance, which will improve their skills and promote excellence in the field of governmental finance.
 3. AWARDS COMMITTEE: The Awards Committee shall select from the membership those members deserving to receive awards or certificates of appreciation for contributions made to the Association or to the profession, pursuant to policies established by the Executive Executive Board.
 4. SCHOLARSHIP COMMITTEE: The Scholarship Committee shall solicit and screen applications and award scholarships for the Association. Such awards shall be based on criteria established by the Executive Executive Board. The total of the awards for each type of scholarship shall not exceed the amount authorized for that type of scholarship.
 5. TECHNICAL ISSUES COMMITTEE: The Committee shall operate as a technical resource for all CGFOA members on issues related to governmental finance and accounting.
- B. CHAIRPERSONS: The President shall appoint a chairperson(s) for each standing committee by February 1 of each year.
- C. MEMBERS: Each chairperson shall solicit from the membership additional committee members as required. Each committee chairperson shall report to the Executive Executive Board periodically and to the Association members at the annual meeting.

ARTICLE VIII - ANNUAL AND SPECIAL MEETINGS

- A. ANNUAL MEETING: The Association shall hold one annual business meeting for the purpose of conducting the business of the Association. An appropriate notice shall be given to members at least thirty (30) days prior to each annual meeting.
- B. SPECIAL MEETINGS: Special meetings may be held upon the call of the President at such times as the President deems advisable for the general welfare of the Association, provided, however, that written notice of the date, time and place and the items to be considered shall be given to government members at least ten (10) days prior to such meeting. At special meetings, only those matters specified in the call may be considered.
- C. PROCEDURES: In the absence of specific text in these articles as to the conduct of the affairs of the Association, parliamentary procedure shall prevail.

ARTICLE IX - GOVERNMENT FINANCE OFFICER'S ASSOCIATION (GFOA) STATE REPRESENTATIVE

- A. The current President of the Association shall serve in the office of GFOA state representative.

ARTICLE X - AMENDMENT OF BYLAWS

- A. These bylaws may be amended at the annual meeting of the Association by a majority vote of the active members present, providing that written notice of the proposed amendment has been given to government members at least thirty (30) days prior to the meeting. Bylaws may also be amended by ballot by a majority of the votes cast.

Exhibit B

EXECUTIVE BOARD AND COMMITTEE CHAIR TRAVEL VOUCHER

Executive Board member: _____

Meeting Date: _____

Employer: _____
(Entity)

Meeting Location: _____
(City/Town)

Number of miles round trip from employment to meeting: _____

Reimbursement payable to: _____

Mail to: _____

Reimbursement rate: Round trip mileage will be compensated at the current IRS reimbursement rate in effect on the date of meeting.

IRS Reimbursement Rate: _____

Reimbursement Amount: _____

Executive Board Authorization: _____

For CGFOA use only:

Check Number: _____

Date Paid: _____

Exhibit C Fee Schedules

D. Executive Board Travel Policy

3. Mileage Reimbursement

Compensated at the current IRS reimbursement rate in effect on the date of travel

H. Membership

3. Dues

- | | |
|----------------------------|---|
| a. Government | \$ 45.00 per person |
| b. Out of Colorado Members | \$ 55.00 per person |
| c. Associate | \$ 55.00 per person |
| d. Inactive Members | \$ fee as determined by Executive Board |
| e. Affiliate | \$ fee as determined by Executive Board |

Q. Certification Program Rules and Procedures

5. Fees

Recertification: \$100.00

R. Seminars

2. Class and Registration Fees

Full day seminars

member fee is \$105.00; includes breakfast and lunch

non-member fee is \$155.00

Half Day seminars

member fee is \$55.00; includes a snack/drink of some sort

non-member fee is \$80.00

Refunds

handling fees are \$25.00 per class if a cancelation and refund is requested in writing at least 7 days prior to the first day of the seminar. No refunds are given on \$25.00 classes/workshops.

S. Coalitions

2. Class and Registration Fees

Western Slope Coalition Workshop fees are \$25.00 for members and non-members CTAC

Quarterly Workshop fees are \$25.00 for members

CTAC Quarterly Workshop fees are \$40.00 for non-members

Exhibit E Consultant Services Agreement

2014 contract compensation is \$3805.98/month. Contract compensation will increase annually based on Denver/Boulder/Greeley CPI in 2015 and 2016.

Exhibit J Golf Tournament

Sponsor Fees

Sponsor fees are currently set at \$250.00 per hole

Contest hole sponsorship (6 holes) is \$1,000.00

Exhibit L Annual Conference Policies and Procedures

Includes the fee schedule for the Annual Conference

Exhibit D

Reserve Policy

The Executive Board established a fund balance target between \$50,000 to \$75,000 which will cover six to nine months of annual operating expenses to ensure financial provisions are sufficient to sustain the long term operation of CGFOA.

The Executive Board also established a 'rainy day' fund of \$25,000 to be held in reserve in case of an emergency.

The Board will employ a plan and budgetary measures to ensure fund balance is maintained following any year that falls short or exceeds these established limits. A balanced budget is important to the organization, that all activities of CGFOA should be at least self-supporting, self-sustaining or profitable, and that activities will be funded based on the availability of money in the bank account.

Exhibit E

Consultant Services Agreement

THIS AGREEMENT is entered into as of the 1st day of March XXXX, by and between Colorado Government Finance Officers Association, hereinafter referred to as CGFOA and Administrative Alternatives, Inc., hereinafter referred to as "Consultant."

In consideration of the mutual covenants and obligations herein expressed, it is agreed between the parties hereto as follows:

1. **SCOPE OF SERVICES**
Consultant agrees to perform services in accordance with the Scope of Consulting Services attached hereto and incorporated herein by this reference.
2. **TIME OF COMPLETION**
The services to be performed pursuant to this Agreement by Consultant shall be initiated upon execution of this Agreement and shall be pursued with due diligence thereafter.
3. **PROFESSIONAL RESPONSIBILITY**
Consultant shall be responsible for professional quality, technical accuracy, timely completion and coordination of all activities as outlined in the Scope of Consulting Services and shall without additional compensation promptly remedy and correct any errors, omissions or other deficiencies. Consultant shall defend, indemnify, save and hold harmless CGFOA, its officers, agents and members from all claims made or adjudged against them arising directly or indirectly out of the Consultant's performances of the services provided under this Agreement. Consultant is solely responsible for the timing, means and methods of performing the work.
4. **RELEASE**
Consultant hereby waives any claims for damage to Consultant's property or injury to Consultant's person against CGFOA, its officers, agents or members arising out of the performance of the services under this Agreement.
5. **WORKER'S COMPENSATION**
Consultant claims an exemption from requirements to obtain worker's compensation insurance as attached hereto and hereby agrees to release, waive, save, hold harmless, defend and indemnify CGFOA, its officers, agents or members on account of any claims arising under the worker's compensation laws of the State of Colorado on behalf of Consultant or any of Consultant's employees, subcontractors or subcontractor's employees.
6. **PAYMENT**
In consideration of the proper performance of the Consultant's services, CGFOA agrees to pay the Consultant the amount of \$XXXX.XX per month, payable in arrears so long as Consultant is diligently pursuing and completing the services. CGFOA shall also reimburse Consultant for related out-of-pocket expenses. Monthly invoices will be sent on the first of each month with payment due the tenth of each month.
7. **CGFOA REPRESENTATIVE**
CGFOA hereby designates the President of CGFOA or their designee as its representative and authorizes them to make all necessary and proper decisions with reference to this contract.
8. **INDEPENDENT CONTRACTOR**
The services to be performed by Consultant are those of an independent contractor and not as an employee of CGFOA.
9. **ASSIGNMENT**
This Agreement may not be assigned by either party.

10. **NON-WAIVER**

CGFOA approval of drawings, designs, plans, specifications, reports and incidental work or materials furnished hereunder shall not in any way relieve the Consultant of responsibility for the technical accuracy and completeness of the work. CGFOA's approval or acceptance of, or payment for any services shall not be construed as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

11. **DEFAULT**

Each and every term and condition shall be deemed a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this agreement, such party may be declared in default.

12. **REMEDIES**

In the event a party has been declared in default, the defaulting party shall be allowed a period of five (5) days within which to cure said default. In the event the default remains uncorrected, the non-defaulting party may elect to (a) terminate the agreement and seek damages; (b) treat the agreement as continuing and require specific performance; or (c) avail themselves of any other remedy available at law or equity. In the event the Consultant fails or neglects to carry out the work in accordance with this Agreement, CGFOA may elect to make good such deficiencies and charge the Consultant.

13. **TERMINATION**

Either party shall have the right to terminate this Agreement for its convenience by giving thirty days written notice prior to the termination date. Upon termination under this paragraph, Consultant shall be paid pro rata to the date of termination for services properly performed, and shall be reimbursed for documented expenses incurred prior to said date.

14. **CONSULTANT'S OFFICE**

Consultant shall maintain its own office, utilize Consultant's own office equipment and shall keep CGFOA advised of Consultant's office address, mailing address, physical address, email address and telephone number.

15. **RECORDS/PROPRIETARY INFORMATION**

All CGFOA documents shall be returned to CGFOA immediately upon termination. All proprietary information shall be held in confidence.

16. **CONTRACTS**

Consultant shall not bind CGFOA to any contracts.

17. **DATE**

This Agreement is dated March 1, XXXX.

COLORADO GOVERNMENT FINANCE OFFICERS ASSOCIATION

President
CGFOA

CONSULTANT

Kathy J. Velzen, President
Administrative Alternatives, Inc.

CONSULTING
SERVICES:

1. Publish and distribute bimonthly newsletter.
Work with Associate members on articles
Collect articles
Write articles when necessary
Distribute
2. Maintain membership database
Receive and enter changes, updates, and cancellations
Print membership list for Executive Board meetings, annual conference and as requested
Annually process membership invoicing
Produce Annual Membership Directory
3. Maintain PO Box on behalf of CGFOA
Retrieve mail on a daily basis
Distribute or respond to mail
4. Actively pursue funding for CGFOA
Assist as requested in ensuring that seminars make money
Suggest other sources of income to CGFOA when possible
Promote membership in CGFOA
5. Administer Education Program
Publicize, answer questions, and encourage membership
Design, develop, produce and distribute seminar information
Handle all seminar registrations, confirmations, evaluations, CPE certificates, and provide registration reports
Coordinate with instructors as requested
Coordinate with locations as requested
Handle all correspondence
6. Maintain and manage library
Maintain library data base, mail out requested books
7. General administrative work
Answer the phone, retrieve messages and respond to all calls.
Answer all correspondence with a letter or phone call.
Keep all CGFOA records in an orderly manner.
Receive and deposit all funds, provide detailed deposit report to Treasurer.
Maintain calendar of Events of CGFOA and related organizations.
8. Assist Executive Board of Directors with special projects as requested.
9. Prepare timely written and oral reports as needed or requested.
10. Set up and maintain the Web Site for CGFOA.
11. Handle administration of the Annual Conference by serving as Conference Administrator.
12. Provide the hours necessary to fulfill the administrative duties as described herein during the contract year.

INDEPENDENT CONTRACTOR INSURANCE STATUS

A. Declaration – Must be completed

The undersigned performs contractual work for Colorado Government Finance Officers Association (CGFOA) (herein referred to as the "prime contractor") as an "Independent Contractor" and claims to be exempt from workers compensation insurance coverage by virtue of meeting the following provisions of CRS 8-41-401(3), as follows:

- 1 I own the assets of a business, company or service known as Administrative Alternatives, Inc. located at 7925 W. Layton Ave. #608, Littleton, CO 80123
- 2 I manage and control such business, company or service.
- 3 I have ultimate responsibility for all decisions affecting such business, company or service.
- 4 I am subject to realize any profit or loss from such business, company or service as evidenced by my being required to file an S Corporation return with the Federal Internal Revenue Service annually.

Because I am exempt, I understand that if I am injured while performing contractual work for the prime contractor, I will not be covered for such injury under the prime contractor's insurance policy unless I have checked item B-3 below. I further understand that I am still required to provide worker's compensation insurance for all of my employees.

Having read and understood the above provisions, I certify under the penalty of perjury that I meet all of the above requirements and am thereby exempt from the Workmen's Compensation Act.

Administrative Alternatives, Inc.

Tax ID # 84-1300452

Date: _____

B. Election – Must indicate election preference

- 1 Being exempt from the Colorado Workmen's Compensation Act, I have elected not to be covered under a worker's compensation insurance policy
- 2 Although I am exempt from the Act as evidenced above, I have elected to be covered under my own policy number _____ with _____ insurance company which expires on _____.
- 3 The prime contractor has agreed to cover me on its policy beginning on _____. I understand that the cost of the coverage will be deducted from payments to me by the prime contractor as provided by law.

Administrative Alternatives, Inc.

By: _____

Date: _____

Signature of independent contractor

By: _____

Date: _____

Signature of prime contractor

Exhibit F

CGFOA Executive Board President Travel Reimbursement Form

National GFOA Conference Dates:

National GFOA Conference Location:

Item Description	Total Cost	Additional Information
<i>Airfare/Travel</i>		
<i>Hotel</i>		
<i>Conference Registration</i>		
TOTAL		

Reimbursement to be issued to:

and mailed to:

Signature

Date

Policy: CGFOA will pay for the airfare, registration, and hotel for the President to attend the National GFOA Conference.

Attach all receipts and submit to CGFOA Treasurer.

Exhibit G
COLORADO GOVERNMENT FINANCE OFFICERS ASSOCIATION
Education Grant Application

Please submit the Completed Application

to: Education Grant Committee Chair
c/o Kathy Velzen, CGFOA Administrator
PO Box 620217
Littleton, CO 80162 Ph: (303) 922-4647 Fax: (303) 922-5295

Last Name	First Name	Middle Initial
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Organization Name	Title
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Street Address	City/State/Zip Code	Telephone
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Name of Training Program: _____

Cost of Program:	Registration Fee:	\$ _____
	Travel:	\$ _____
	Lodging:	\$ _____
	Total Cost:	\$ _____

Amount of funds requested from CGFOA: \$ _____

Amount of funds the applicant's organization can contribute: \$ _____

Are you a member of CGFOA: Yes No (If no, please join the Association at www.cgfoa.org)

Date you assumed current position: _____ Population of Entity: _____

Special training or finance related educational programs you have attended in the past year:

Explain your reasons for wanting to attend or participate in the program and describe how the training will benefit your organization:

Describe your reasons for applying for an education grant:

Please list CGFOA Scholarships received over the past five years:

Applicant Signature	Date
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For Office Use Only

Approved: Yes No
Signed: _____

Amount Approved: _____ Date: _____

Exhibit H
Colorado Government Finance Officers Association

THE GEORGE A. NIELSEN PUBLIC INVESTOR SCHOLARSHIP

Award: The Public Investor Scholarship will be awarded to an employee of a local government or other public entity who is enrolled or plans to enroll in a graduate or undergraduate program in public administration, finance, business administration or a related field.

Amount: \$2,500 (May be awarded as two \$1,250 scholarships)

Closing Date for Applications: August 15, 20xx

Award Announcement: September 15,

20xx Eligibility Requirements:

- Member in good standing of CGFOA.
- Employed at least one year by a local government or other public entity.
- Recommendation by your employer.
- Enrollment in a graduate or undergraduate program in public finance, finance, or business administration before funds are awarded.
- Citizen or permanent resident of the United States.

Criteria for Scholarship Award:

- Plans to pursue a career in state or local government.
- Past work experience in the public sector
- Present plan of study as it relates to a career in the public sector.
- Letter of recommendation from your employer.

Application: Applicants must submit the following documents for consideration by the scholarship selection committee.

- Application Form
- Statement of proposed plan of study and state or local government career.
- Resume.
- Employer's letter of recommendation.
- Other letters of recommendation (optional).

All of the above items are to be submitted in a single envelope, postmarked no later than August 15, 20xx.

Colorado Government Finance Officers Association

The Colorado Government Finance Officers Association's Scholarship Committee will review all applications and make a final selection of the award. The winner will be notified in writing on or before September 15, 20xx. For additional information, call Kathy Velzen, Administrator, Colorado Government Finance Officers Association (303-922-4647).

Colorado Government Finance Officers Association

THE GEORGE A. NIELSEN PUBLIC INVESTOR SCHOLARSHIP

Form to be completed by applicant

Name: _____

Address: _____

Telephone: _____

Country of Citizenship or Permanent Residence: _____

Employer: _____

Employer Telephone #: _____ Date Employment: _____

Undergraduate School _____

School's Location _

Major/Minor _____

Anticipated Date of Graduation _____

Graduate School _____

School's Location _

Degree Sought _____

Anticipated Date of Graduation _____

Undergraduate Grade Point Average: _____

Graduate Grade Point Average: _____

Colorado Government Finance Officers Association

THE GEORGE A. NIELSEN PUBLIC INVESTOR SCHOLARSHIP

Course of study data to be completed by applicant

List all of the accounting and government finance course you have completed since you began your current program. For each course, record the grade you received, including the plus (+) or minus (-) grades.

<i>Course Title</i>	<i>Grade</i>
_____	_____
_____	_____
_____	_____
_____	_____

(Use a separate sheet of paper if necessary)

List all the courses you plan to take to complete your course of study.

(Use a separate sheet of paper if necessary)

List any major papers, thesis or internships you have completed or are working on that relate to your graduate program or state and local government career choice. Special emphasis should be placed on items that demonstrate an interest in the investment of public funds.

(Use a separate sheet of paper if necessary)

Attach a statement (not to exceed two pages typed, double-spaced) describing your proposed plan of study and your state or local government finance career plans. Be specific about the type of government career you plan to pursue and why you chose it. Also, describe any work experience, including internships and volunteer work on projects, relative to your plan of study or state or local career choice.

Exhibit I
Colorado Government Finance Officers Association
CAREERS AND OUTREACH SCHOLARSHIP
Instructions

Award

The CGFOA Scholarship will be awarded to an individual enrolled either full or part-time entering at least the junior year of undergraduate or graduate study in an accredited Colorado college or university preparing for a career in state and local government finance.

Amount: *Scholarship award - \$1,000*

Closing Date for Application: *August 15, 20XX*

Award Announcement: *September 15, 20XX*

Eligibility Requirements

1. *Colorado resident enrolled either in full or part-time study in an accredited Colorado college or university.*
2. *Entering at least the junior year of undergraduate study preparing for a career in state and local government finance.*
3. *Declared major in a field of study related to accounting, finance, budgeting or other similar area.*
4. *Good academic standing.*
5. *CGFOA Board of Directors family members are not eligible.*

Application Submission Requirements: *Applicants must submit the following documents for consideration by the scholarship committee:*

1. *Completed application*
2. *One page paper regarding public sector career plans and why you deserve this scholarship*
3. *Resume*
4. *Copy of academic transcript including a list of classes taken, grades, and current class schedule*
5. *Recommendation from student's academic advisor or chair of the accounting program*
6. *Proof of Colorado residency*

All of the above items are to be submitted in a single envelope, postmarked no later than August 15, 20XX.

Colorado Government Finance Officers Association

The Colorado Government Finance Officers Association (CGFOA) is a 501(c)6 not-for-profit organization. The purpose of CGFOA is to improve the practice of government finance in Colorado; promote ethical, high quality governmental service; and facilitate education and sharing of information. The CGFOA Careers and Outreach Committee will review all applications and make a final selection of the award, subject to final approval by the CGFOA Board of Directors. The winner will be notified in writing on or before September 15, 20XX. For additional information, call Kathy Velzen, Administrator, CGFOA (303-922-4647)

CGFOA, PO Box 620217, Littleton, CO 80162

**Colorado Government Finance Officers Association
CAREERS AND OUTREACH SCHOLARSHIP**

Form to be completed by applicant

Name: _____

Address: _____

Telephone: _____

Proof of Colorado Residency:

Employer: _____

Employer Telephone #: _____ Date Employment: _____

Undergraduate School:

School's Location:

Major/Minor:

Anticipated Date of Graduation:

Graduate School: (If applicable)

School's Location:

Degree Sought:

Anticipated Date of Graduation:

Undergraduate Grade Point Average: _____ Graduate Grade Point Average: _____

Exhibit J

Annual Golf Tournament Procedures

An annual Golf Tournament is held in May or June, opposite of the month in which the National GFOA Conference is held. Currently, Jeff Hansen, City of Golden, is the Golf Tournament Chair and has been since the first annual Golf Tournament held in 2003.

The RFP to host the tournament is distributed in August or September with a due date of early November so that the announcement can be made at the Annual Conference Business meeting. Priority is given to CGFOA member entities as well as variety in golf course locations.

Tournament is an 8:00 AM shotgun start on a Friday. Registration fees include cart, driving range, golf, lunch and prizes.

Sponsorships rates are listed on Schedule C. Other contributions are welcome: trophies, door prizes, giveaways, etc.

Registration fees are based on what is needed to have the tournament break even. Typically, that has run from \$50 - \$65 per player.

Sponsors are sought starting in March or April. Sponsorship does not include a round of golf. Registration opens a minimum of six weeks before the tournament. Registrants may request one player for their foursome. Pairings are set up to ensure team equality. A point system is used based on average score. The Golf Tournament Chair does the pairings and takes into consideration submitted requests for foursomes.

Prize amounts for 1st, 2nd, and 3rd place teams as well as contest holes and prize drawings are based on the amount of money available. Prizes are gift certificates to the pro-shop at the course hosting the tournament. Sponsors who choose to contribute prizes are called to the podium to do the drawing for their prizes.

Exhibit K
Official Entry Form

Colorado Government Finance Officers Association
Significant Contribution Awards

Rules: All entries must be made on the Official Entry Form. Please type or print. Additional pages may be attached if needed. Only complete entries will be considered. Materials will not be returned. Entries must be received by October 31, XXXX. The decision of the judges is final.

Title of entry:

Person submitting entry:

Title:

Entity:

Address:

City:

State:

Zip:

Phone:

Population:

Fewer than 10,000
 10,000-24,999
 25,000-49,999
 50,000-99,999
 100,000-499,999
 More than 500,000

Annual Entity Budget:

Less than \$5 million
 \$5 million - \$9 million
 \$10 million - \$24 million
 \$25 million-\$49 million
 \$50 million-\$99 million
 \$100 million-\$249 million
 More than \$250 million

This entry is submitted in the following category. (Choose only one)

Budgeting and Financial Planning
 Capital Financing and Debt Administration
 Accounting, Auditing and Financial Reporting
 Cash Management and Investments
 Pensions and Benefits
 Financial Management
 Technology

Do you grant CGFOA permission to reproduce and distribute the documents related to your entry?

Yes No

Instructions: Please provide simple and direct answers to each question. Provide specific date (dollars, number of people, hours, etc.) where appropriate.

A. General descriptions: Provide a brief general description of the project or program being submitted.

B. Describe the local problem or circumstance that led to the development of this project or program.

C. Who participated, and how much time did each participant devote to this product/program? Were outside consultants used?

D. Significance: Explain why this entry is important to government finance. What concepts, standards or techniques are displayed or advanced?

E. Transferability: Describe how this product/program can be adapted for use by other organizations. What other types of entities could benefit from this program? Would significant modifications be required for implementation?

F. Cost/Benefit: How much did the project/program cost? Be sure to include the time invested. Identify the value added (both tangible and intangible) as a result of its undertaking. Quantify this value when possible.

G. Originality/innovation: What makes your approach unique?

H. Optional: Use the space below to highlight any other noteworthy features about the program/product.

I. Please circle the word(s) corresponding the attached documentation. (Remember to submit four copies of any supporting materials.)

Forms Manual Articles Report Newsletter Video Other No documentation submitted

Official Entry Form
Colorado Government Finance Officers Association

Finance Officer of the Year

Rules: All entries must be made on the Official Entry Form. Please type or print. Additional pages may be attached if needed. Only complete entries will be considered. Materials will not be returned. Entries must be received by October 31, XXXX. The decision of the judges is final.

Person and Title of Nominee:

Entity of Nominee:

Person submitting entry:

Title:

Entity:

Address:

City:

State:

Zip:

Phone:

Instructions: Please provide simple and direct answers to each question. Whenever applicable, please include nominee's collective years of service as it relates to each question.

A. What is the nominee's total years of service in governmental finance (please include position titles and name of government entity)?

B. What has been the extent of the nominee's role or involvement with CGFOA?

C. What has been the extent of the nominee's role or involvement with national GFOA?

D. How has the nominee furthered the role of the Government Finance Officer in his/her own organization?

E. What significant projects or contributions has the nominee accomplished in the role of the Government Finance Officer of his/her organization?

F. Please summarize why you believe the nominee is deserving of this award.

Exhibit L

ANNUAL CONFERENCE POLICIES AND PROCEDURES (Updated 5/14) COLORADO GOVERNMENT FINANCE OFFICERS ASSOCIATION AND COLORADO MUNICIPAL CLERKS ASSOCIATION

PURPOSE: The purpose of the Annual Conference is for the educational training and networking of the members of the Colorado Government Finance Officers Association and the Colorado Municipal Clerks Association. In addition, the Annual Conference is a fundraising activity for both organizations.

CONFERENCE COMMITTEE: The Annual Conference Committee is responsible for planning, organizing, financing, administering and publicizing the Annual Conference. The Committee consists of the Presidents, Vice Presidents, Past Presidents, and Education Committee Chairs of each organization, as well as the Finance Officer and City Clerk of the host entity. Additional committee members may be included from the host entity or surrounding area. The Committee is chaired jointly by the Presidents of CGFOA and CMCA. The Committee Treasurer is the Past President of CGFOA and the Committee Secretary is the Past President of CMCA.

CONFERENCE ADMINISTRATOR: At the direction of the Annual Conference Committee, the Conference Administrator oversees the administrative functions of organizing the Annual Conference. Conference Administrator will prepare agenda for the meetings of the Conference Committee at the direction of the Presidents.

CONFERENCE COMMITTEE PLANNING TIMETABLE:

- **JANUARY.** Review the Annual Conference completed in November of the previous year and discussion of planning the timetable and assignments for the coming year. Review of hotel contract by Presidents and Conference Administrator.
- **FEBRUARY/MARCH.** The Education Committee working to establish tentative educational program for review at Conference Committee in April/May.
- **APRIL/MAY.** The Conference Committee visits the conference facility to.
 - Review meeting facilities and accommodations.
 - Establish draft program guidelines and review draft education program.
 - Establish Menus.
 - Review Exhibitor/sponsorship procedures.
 - Review Entertainment/tour options.
 - Discuss Silent Auction.
 - Review Registration form and packet.
 - Review delegate gifts ideas.
 - Establish Conference Budget.
- **JUNE.** Final Program and all speaker and moderator information is submitted.
- **AUGUST.** Meeting is used to finalize all aspects of conference arrangements.
- **SEPTEMBER.** Registration packets completed and distributed to members by the Conference Administrator.
- **OCTOBER.** Final Preparation of Program and related printed documents.
- **NOVEMBER.** Pre Conference Meeting at Conference Site. Meeting used to walk through all aspects of the conference with the hotel staff. Additionally, the committee helps in final registration packet preparation. Post Conference Meeting held immediately following the conference to review conference with hotel staff.

RESPONSIBILITIES: The responsibilities of the Annual Conference Committee are outlined as follows:

BUDGET PREPARATION

The Conference Committee establishes the annual budget. The following line items should be included in establishing the budget.

Revenues

- Registration: Registrations are based on the previous year's attendance (including paid delegates, speakers, spouses, exhibitors, and sponsors). Registration fees are set by the committee based on anticipated expense of conference activities, prior year fees, and potential need for upcoming years. A Conference Fee Schedule is attached as Exhibit K.
- Meal Package/Meals: The meal package prices are based on costs of actual meals plus a percentage increase in order to offset other conference expenses. These prices also include tax, service charge and gratuity. Meals may be purchased by guests of attendees or additional vendor attendees.
- Silent Auction: The Silent Auction is established as a fund-raiser at the Annual Conference. Prior year proceeds should be reviewed when budgeting anticipated revenue.
- Exhibitor/Sponsor Fees: The Exhibitor/sponsor fees are a major part of the conference revenue. A fundraising database shall be maintained by the Conference Administrator, using prior year lists, as well as current associate members of each organization. Exhibitor/Sponsor fees are included on the attached Exhibit K, Conference Fee Schedule.
- Transportation: Chartered bus(es) may be used for social events and an additional fee may be collected for transportation for the event.
- Miscellaneous: This may include revenues from fundraisers such as a drawing to stay in the Presidential Suite during the Conference.

Expenses

- Meals: Meals traditionally include three breakfasts (full or continental); two luncheons; three morning refreshment breaks and two afternoon refreshment breaks. There is one opening reception which may be held on or off site. Additionally, there is a debriefing luncheon for incoming and outgoing Conference Committee and Executive Board members of both organizations.
- Banquet: The Banquet can be either on site or away from conference hotel or conference center.
- Tips: Tips may be given to the hotel staff who help throughout the conference.
- Transportation: There may be expenses for shuttle services during the conference.
- Speakers/Panelist: See Exhibit K for speaker and panel member discounts. Reimbursement may be provided for travel, hotel accommodations, or meals at the discretion of the Conference Administrator and individual coordinator of the session.

Budget Expenses (continued)

- Entertainment: Entertainment may include, but is not limited to, one luncheon and one evening event. Entertainment options may be suggested to the Conference Committee by the local entity committee members. Once approved by the Conference Committee, the local entity committee members are responsible for the arrangements surrounding the events.
- Delegate Gifts: Delegate gifts may be suggested by the local entity committee members or the committee as a whole. See schedule K for the amount typically spent on the delegate gift. Registration bags are usually contributed by an associate member, approved by the conference committee. Other items for the registration bag should be solicited and gathered by the local entity committee members. Additionally, registration folders should be developed by the local entity committee. This item is usually contributed by an associate member or local business.
- Postage: Postage includes fundraising mailing to potential sponsors, registration mailing to both organization memberships, speaker mailings and miscellaneous mailings to the conference site or committee members.
- Printing: Printing includes registration packets, fundraising packets, program, speaker booklet, sponsor/exhibitor booklets, delegate list, handouts and all miscellaneous other information distributed at the conference to attendees.
- Audio Visual: Audio Visual price list should be reviewed and established based on speaker needs. Standard audio visual equipment is allowed. Some LCD projectors are owned by Administrative Alternatives and will be used during the Conference. Borrowing entity LCD projectors is also acceptable to save money.
- Administrator's Fee: The Conference Administrator is paid a fee from the Conference funds for each registered attendee, speaker, and vendor as listed on Schedule K. CMCA reimburses CGFOA a portion of the Conference Administrator's salary proportionate to the number of CMCA attendees. The payment will be based on two months' salary. The monthly salary rate will be the rate in place at the time of the conference. CMCA will pay for their portion of the salary directly from their organization to CGFOA. Any deviation from this policy must be approved by the majority of voting Conference Committee members.
- Conference Committee Expenses: Conference Committee expenses may include site visit accommodations, meals, mailings, conference calls, meeting rooms, potential travel and other expenses. These expenses are paid at the discretion of the Conference Administrator and Presidents of each organization.
- Phone: The phone expenses include long distance calls, fax, internet and any phone expenses during the conference.
- Office Supplies: Expenses related to office supply needs for conference.
- Conference Proceeds: Conference profits are split between CGFOA and CMCA based on the percentages of total delegate attendees from each organization.

PROGRAM ESTABLISHMENT

The Education Committees of each organization work together to develop the conference's educational program. A typical educational program consists of a joint opening session, concurrent sessions of interest to each membership, CML Update at one of the luncheons, individual organization Business Meetings. What follows is an example of time frames for the establishment of the program to be used as a guideline by the Education Committees and the Conference Committee when setting up the tentative program:

Tuesday:	9:00 - 6:30 p.m. 7:00 - 8:30 p.m.	Check-in/Registration/Pre-Conference Seminars/Activities Sponsored Reception/Buffer Dinner
Wednesday:	7:00 - 8:00 8:00 - 9:30 9:30 - 10:00 10:00 - 11:45 Noon - 1:00 1:00 - 2:00 2:00 - 3:00 3:00 - 3:30 3:30 - 5:15 5:30	Registration/Breakfast Opening Session Break CGFOA Concurrent Sessions (3 or 4 depending on rooms) CMCA Concurrent Sessions (2) (Opening Session could go all morning, if desired) Lunch (Entertainment or Speaker, optional) Vendor Products and Resources CGFOA Concurrent sessions (3 or 4 depending on rooms) CMCA Concurrent sessions (2) Break CGFOA Concurrent sessions (3 or 4 depending on rooms) CMCA Concurrent sessions (2) Free Night
Thursday	7:00 - 8:00 8:00 - 9:45 9:45 - 10:15 10:15 - 11:45 11:45 - 1:00 1:00 - 3:00 3:15 - 3:30 3:30 - 5:15 6:00 - 8:30	Breakfast 3 or 4 CGFOA sponsored sessions 2 CMCA sponsored sessions Light Break 3 or 4 CGFOA sponsored sessions 2 CMCA sponsored sessions Lunch (Entertain or Speaker, optional) CMCA Business Meeting 2 - 4 CGFOA sponsored sessions of one or two hours each Break CGFOA Business Meeting 2 - 3 CMCA sponsored sessions Banquet/Silent Auction Closing/Drawings/Misc.
Friday	7:15 - 8:15 8:15 - 10:00 10:00 - 10:30 10:30 - 11:30 11:30 11:45 - 2:00	Breakfast CGFOA and CMCA Board Meetings take place during breakfast 3 or 4 CGFOA sponsored sessions 2 CMCA sponsored sessions Break Joint Closing Session or More Concurrent Sessions Conference Adjourns Post Conference Committee Debriefing Lunch

EDUCATION COMMITTEE'S TIMELINE TO FOLLOW FOR THE PROGRAM ESTABLISHMENT

- JANUARY. Education Committees from CMCA and CGFOA meet to review program suggestions, layout program guidelines and begin to plan program.
- JANUARY. Committee Meeting for review of last year's conference, which includes review of evaluation forms and tentative program established by Education Committees. Set the groundwork for establishment of current year's program.
- APRIL/MAY. Site Visit. Tentative program presented to the Conference Committee during the conference site visit. Conference Center tour, meal tasting, space assignments, etc.
- MAY. Moderators have been identified and notified of their responsibilities. Sessions are finalized, the speakers are identified and a discussion regarding the session has taken place with every speaker. Each session's synopsis should be in to the Conference Administrator for draft program publishing. The Program is confirmed. All moderators information forms are submitted to Conference Administrator by June 1; speaker information forms are submitted by June 15.
- JULY. Education Chairs/Moderators do follow up phone calls to gather missing information.
- AUGUST. Conference Committee Meeting to finalize all sponsor and registration information that will be published.
- SEPTEMBER. Administrator sends a letter confirming all information submitted by the Speaker. Administrator makes speaker hotel reservations if requested to do so.
- OCTOBER. Education Chairs or Moderators contact speakers at least one month in advance of the conference to ensure all is in order.
- NOVEMBER. Moderators will receive moderator packet (compiled by Conference Administrator) in their registration folders containing session information, CPE sign in, announcements, etc. Handouts made by Conference Administrator are in the conference office. Moderators are responsible for distribution of these materials and handouts, as well as collection of the materials at the end of the session. After session, the materials need to be turned in to the registration desk. Moderators are also responsible for speaker introductions and seeing that the speaker's needs are met.
- DECEMBER/JANUARY. Administrator sends thank you with evaluation summary to all speakers.

All other program activities are set by the Annual Conference Committee. These include:

CONFERENCE COMMITTEE PROGRAM PLANNING

- Opening Reception/Buffer (sponsorship opportunity)
- Conference theme; Banquet Theme
- Specific program items researched and arranged by the local entity committee members include:
 - Potential opening reception/buffet location
 - luncheon entertainment, if any
 - banquet entertainment, if any
 - Possible In-Kind Contribution for printing of file folders
 - Possible local give-away(s) for delegates, local discount coupons
 - Local charity for canned food, clothing, or toys collection so attendees can give back to the host community
- Menus established. Traditionally, the hotel will cater a luncheon for the Conference Committee during the hotel site visit so that different foods can be sampled and determination made for all menus.
- Business Meeting Agendas executed by Presidents.
- Individual organization incoming and outgoing Executive Board meetings as may be arranged for during the conference.

SILENT AUCTION

The Silent Auction is used as a fundraiser for scholarships for each organization. CMCA has agreed to control and coordinate the Silent Auction. Once established, the procedures implemented by CMCA will be added to this manual.

The Presidents of CMCA and CGFOA appoint individuals from their organizations to work together on the establishment of the Silent Auction. The individuals appointed from CMCA are typically the Chair and Vice Chair of the Ways and Means Committee. The individuals appointed from CGFOA are typically the Scholarship Chair and Co-Chair.

Promotion: Members of each organization are asked to donate items to be used at the Silent Auction during the Annual Conference. Articles and promotion occurs in both organization's newsletters in the months prior to the conference. A Silent Auction promotion piece is also included in the registration and sponsorship packets.

Conference: Auction Donation Cards (Exhibit L) are kept at the Conference Registration desk. When a silent auction donation is received, a card needs to be submitted with the item, by the donor. Bid sheets (Exhibit M) are filled out by the Silent Auction volunteers and Silent Auction items are displayed on tables in the designated area starting at 7:00 AM on Wednesday morning of the Conference. Items may be locked up after hours in the Conference office, if the designated area is not secure.

All items are tagged and numbered to prevent confusion at closing. The items should be displayed with a bid sheet for each donated item. Have extra pens on tables. Make sure to note a minimum bid required if one is desired by donor. Have extra bid sheets available for last minute donations.

Typically, the bids will close at 7:30 PM on Thursday evening. The bid sheet is a triplicate form. The pink slip stays with the item, all the yellow slips are brought to the VPs to announce winners and the originals are alphabetized and totaled by name for winners to pay. Once the auction closes, the Vice Presidents of CGFOA and CMCA announce the Finance Officer of the Year and the Clerk of the Year Awards. Then the sponsors are called to the podium for their drawings for any items to be given. Finally, the results of the silent auction are announced, and the winner is given the yellow auction bid slip to take to the cashiers for payment.

CGFOA and CMCA members should promote the Silent Auction by making announcements at meetings prior to the Conference. If the committee desires, prizes can be given to the donators such as most unique item donated; the most elaborate, the largest, the smallest, and the most colorful auction items donated.

Winners may pick up and pay for the auction items on Thursday night after the banquet. Payments accepted are cash, checks and credit cards. Items may also be picked up and paid for on Friday morning at the conference registration desk. Items not picked up are transported to Denver and the Conference Administrator arranges to get the item to the winner after payment is received.

Silent Auction proceeds are split 50/50 between the two organizations.

LOCAL CONFERENCE COMMITTEE MEMBER RESPONSIBILITIES

Local Conference Committee Members attend all conference committee meetings.

JANUARY. If possible, attend first conference committee meeting to review previous year's activities and establish time frames for the coming year.

FEBRUARY/MARCH. The Local Conference Committee members are reviewing options for the following:

- Local activities for tours during free time, if desired.
- Opening reception/buffet possibilities, either at hotel or off-site.
- Entertainment possibilities during conference, which could include a luncheon, an evening event, and/or banquet entertainment.
- Provide suggestions for delegate gift.
- Bag donation
- Look into items to be donated to go into the delegate bag, i.e. local brew, caps, coupons, etc.

Local Charity. We typically partner with a local charity and collect donations – canned goods, clothing, toys, etc. To encourage support, prize drawings are done (on Thursday evening) from Donation Contribution Cards submitted by contributors to the charity. A sample Donation Contribution Card is attached on Exhibit L.

APRIL/MAY. At the hotel site visit, make recommendations to Conference Committee on options outlined above. If this is the first meeting local members are attending, recommendations should be made via email by mid-June.

JUNE/JULY. Finalize and coordinate pre-conference activities, which may include scheduling entertainment. Work with Administrator to confirm and order registration folders, if applicable. Coordinate the receiving of local donated items for the delegate bag. Work with Administrator to order delegate bag, if applicable.

AUGUST. Attend Conference Committee Meeting to review all final preparations with Committee.

SEPTEMBER/OCTOBER. Finalize all delegate donation items – bags, coupons, pens, whatever...

NOVEMBER. On Monday morning the week of the Annual Conference, have delivered all items to be placed in the registration bags. The entire Committee will be helping assemble the registration bags and registration packets on Monday afternoon. Additionally, there will be a pre-conference meeting late Monday or early Tuesday morning with the hotel staff to review all facets of the conference with the hotel staff and review all activities for final preparation.

Attend post-conference meeting on Friday to review conference.

REGISTRATION

APRIL/MAY. The registration process begins in April with the review of the previous year's registration form by the Annual Conference Committee. The registration fee is established (see Schedule K) after review of the budget. Registration deadlines are set as follows:

- Early registration discount is granted for registration received by October 10, provided registration packets were distributed in early September during the Labor Day week. Early registration deadline should be adjusted when registration packets are distributed out late.
- Registration fee refund policy is as follows: A Refund of 75% will be given if requested in writing with a postmark or email date of October 31 or earlier. No refunds are given after November 1. Administrator can allow refunds outside of these parameters for special circumstances.

JULY. The Local Conference Committee members should pursue a contributor for registration bags. This should be accomplished by July 15. Registration bags will need to be delivered to Conference Administrator by November 1 or to the conference hotel by the Monday morning of the conference.

AUGUST. Registration packets are assembled in August and typically contain the following:

- tentative program,
- registration information,
- financial aid forms,
- silent auction promotion,
- hotel reservation request information,
- tax exempt form,
- lure piece from the local area,
- banquet promotion,
- letter from the Presidents,
- and any other materials the committee recommends.

All materials that will be included in the registration packet either are created by the Conference Administrator or must be received in the conference office by August 1. The committee reviews the materials to be included in the registration at the August meeting.

SEPTEMBER. Registration packets are posted on the website of each organization and the link is distributed to all members of both organizations during the week (Tuesday - Friday) of Labor Day.

SEPTEMBER/OCTOBER. Registrations are received through the RegOnline registration system only. Payment can be made by check or credit card.

NOVEMBER. Registration folders are assembled by the Annual Conference Committee on the Monday afternoon before the Conference at the conference hotel. Registration folders are made up for each delegate, vendor and speaker, and are distributed at the conference registration desk. Registration folders typically contain:

- conference program,
- exhibitor/sponsor list,
- delegate list,
- name badge,
- any necessary tickets,
- ribbons,
- banquet information
- any other information the committee deems necessary.

The folder is labeled with delegate information on the front and alphabetized. Registration folders should contain only the information necessary for the delegate to navigate the conference. Other materials such as coupons, maps, etc. can be included in the registration bag, but should not be placed in the folder. Registration folders and bags will not contain "advertising" materials from any of the sponsors or exhibitors.

A registration desk will be manned by volunteers who receive a discount on their conference registration in exchange for working one shift. Registration volunteer training takes place on Tuesday afternoon at approximately 5:00 PM. The registration desk is open throughout the entire conference. A message board is located at the registration desk to keep delegates informed of any messages that may have come in for them. The registration desk is an information center and an area to meet the needs of the conference attendees, speakers, and hotel staff. The Conference Administrator will handle most problems that may arise, but the President of either organization also has authority to get problems solved. Walk in registrations are accepted and the appropriate forms will be available at the registration desk.

SPONSOR FUNDRAISING

The Conference Committee raises money in primarily two ways: Registration fees and sponsorship.

APRIL/MAY. At the site visit meeting in April/May, the committee determines the best location for Exhibitor booths. Typically 35 - 40 booths need to be accommodated.

JUNE. The Conference Administrator works with the hotel to have them provide a drawing of the exhibitor space. The Conference Administrator maintains a database with potential sponsors and exhibitors. Both organizations need to provide updates for this database in June. Additionally, the Conference Administrator will draft a letter (approved by both Presidents) asking for sponsor participation in the upcoming conference. This letter will be included in the sponsorship packets.

AUGUST. The Sponsorship packets are distributed by the Conference Administrator by the first week of September. See Exhibit K for sponsor fees. The packets include:

- a letter from the Presidents,
- a description of the sponsorship and exhibitor opportunities,
- a map of the exhibitor area
- hotel reservation information
- engineering/AV order from the hotel
- and, other information that may be needed.

SEPTEMBER. Booth Assignments are based on (in no particular order):

- Level of Sponsorship
- Membership in CGFOA or CMCA
- First Paid, First Served
- Past Participation
- Past compliance with sponsorship requirements
- Space assignment is not made until payment is received

OCTOBER. Booths are assigned, acknowledgment letters are sent to each sponsor confirming their commitment, booth number and program profile, etc., and containing all of the information they will need for delivery of materials and booth as well as set up and tear down times. The Conference Administrator works individually with gold sponsors to coordinate their ads for the program, which are due on November 1.

NOVEMBER Sponsors are acknowledged during the conference by their listing in the program as well as allowing reception and gold sponsors to introduce themselves during lunch on day one. Additionally, the sponsors' names are read after dinner on Thursday and are invited up to do their drawing for prizewinners before the Silent Auction winners are announced. Executive Board members of each organization are encouraged to personally thank every sponsor during the conference by stopping by their booth and taking a few moments to acknowledge their generous support.

DECEMBER. After the conference, each sponsor receives a letter of thanks from the Conference Administrator on behalf of both organizations.

FINANCIAL

The fiscal year for the Conference Committee runs from April 1 through March 31. The Conference Committee Treasurer shall be the Past President of the Colorado Government Finance Officers Association, unless the committee determines it should be someone else in any given year.

The Treasurer is responsible for preparing a draft budget to be reviewed and approved by the Annual Conference Committee in April/May at the conference site visit.

RegOnline and the Conference Administrator receive all conference payments. The Conference Administrator deposits any checks and sends a copy of the deposit slip to the Conference Committee Treasurer. Conference Administrator sets up access with a password for Conference Committee Treasurer. The Conference Committee Treasurer will pull all reports needed from RegOnline.

Authorized signers on the Conference Committee checking account will be the Conference Administrator, Conference Committee Treasurer and CGFOA Chair, as determined by the committee. The Conference Committee will consider location of signers as well as their position within the respective organizations so that new signers are needed only every other year.

The Conference Committee Treasurer is responsible for keeping financial statements, preparing reports as requested and the preparation of year-end financial statements.

Audits of the Conference Books will be done on an annual basis alternating between organizations each year.

Exhibit M

Conference Fee Schedule (2014)

Attendee Conference Registration Fees: \$375.00

- Discounts Available:
 - Early Registration (by October 10) -\$50.00
 - First Time Attendee -\$50.00
 - Moderator/Board/Conf Comm -\$50.00
 - Panelist -\$50.00
 - Speaker Full Registration comp'd
 - Volunteer -\$50.00
- Late Registration Fee (after October 31) +\$50.00
- One Day Registration (Wed or Thurs Only) \$200.00

Exhibitor/Sponsor Fees:

- Bronze: \$500.00 (includes program recognition, one registration)
- Silver: \$1600.00 (includes program recognition, two registrations, booth)
- Break: \$2000.00 (includes program recognition, two registrations, booth, break signage)
- Reception: \$2600.00 (includes program recognition, two registrations, booth, reception signage, half page program ad, introduction at Wednesday lunch)
- Gold: \$2900.00 (includes program recognition, three registrations, booth, full page program ad, introduction at Wednesday lunch)

Delegate Gifts: \$12.00 - \$18.00 per item

Conference Administrator's Fee: \$12.00 per delegate, speaker and vendor registration

Exhibit N

Silent Auction Donation Form

Item Description: _____

Item Value: _____ **Minimum Bid?** _____

Name of Donator: _____

Entity/Organization: _____

Charitable Contribution Card

Item(s) contributed: _____

Name of Contributor: _____

Entity/Organization: _____

*This card will be placed in the drawing box for prize drawings
on Thursday evening.*

Exhibit O
CGFOA/CMCA
Silent Auction Bid Form

Item: _____

Donated by: _____

Minimum Bid: _____

Name (please print legibly)

Bid

_____	_____
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