

PROCESS FOR INVITING WSO STAFF OR VOLUNTEERS (TRUSTEES/EXECUTIVE COMMITTEE) TO AREA EVENTS

The Board of Trustees has allotted a limited amount of money to supplement or pay for travel of WSO staff and volunteers to attend Area Assemblies or events (excluding conventions). If your area would like such a visitor, the Area must make the following decisions:

- When is the event and what amount of time will be allocated to the visitor for presentations, workshops and/or personal sharing?
- What particular presentations or workshops are requested?
- What expenses of the trip will your area pay? (Obviously, those areas that can afford to underwrite the trip leave money for those who cannot.)

Please allow a minimum of six months for advance planning in order to ensure that your event can receive a visitor. In order not to create misunderstandings, please do not contact staff or volunteers personally.

After the above decisions have been agreed to by the Area, fax, call, or e-mail the WSO Administration Department with your request, including:

- Whether you are seeking a staff member or volunteer.
- The dates and times when the participation will be scheduled as the staff or volunteer may not be able to attend the entire event.
- What presentation or participation is being requested.

Be specific about what expenses the area will be responsible for so that those expenses can be included in the confirmation letter. You may request a specific trustee or staff member but the final determination will be made by either the Executive Director (staff) or Chairperson of the Board (volunteers).

Once the WSO receives the information, the Executive Director or Chairperson of the Board, will look at the presentations requested or the purpose of the event and assign the person who would best fit the Area's requirements. Attempts are made to spread the travel requirements around so individuals are picked on the basis of travel schedules and abilities.

Once the staff member or volunteer has confirmed, a follow-up letter will be sent to the Area **contact** with a copy to the Area Delegate (Area event) or Chairperson (Area Assembly). The assigned staff member or volunteer will then coordinate all travel plans directly with the area within the cost and time limitations agreed.

We hope this answers your questions and that more Areas will be able to have WSO visitors in the coming years. If you need additional information, please contact the World Service Office Administration Department.