

Copy the form on the next page, fill out, and mail to the Financial Secretary with the overage check (if you have an overage) and a copy of the rally minutes.

(Refile this copy of this form with the following instructions in your Montana Manual.)

It is very important to review this page when planning the Zone Rally.

Reminder:

Rallies are not meant to be moneymaking gatherings, but they are expected to meet their expenses.

It is hoped that zones will always plan rallies carefully enough to be able to pay all the expenses in connection with the rally. Unexpected situations may arise which cause the zone to experience a shortage. When that happens, LWML Montana District assumes responsibility for those expenses, using overage money from other zones. When one zone is unable to meet its needs, the other zones – through the district – help that zone with its difficulties. This exemplifies the relationship that zones and districts enjoy.

Zones are encouraged to keep registration fees low so women are not prevented from attending rallies because of the cost. Setting the registration fee requires cooperation between zone officers and the host society. The society should determine a realistic estimate of their expenses; the Zone President will submit an estimate of the officers' expenses (and presenter's expenses if there may be any) to the society, which then determines the registration fee. The registration fee should not be planned to create an overage.

If a presenter is to be paid for presenting a portion of the program, the Zone is encouraged to follow these District guidelines: The suggested guideline for honorariums is \$25 for presenting the rally program; however, LWML leaders will receive honorariums only when presenting a program outside their specific area of leadership or from special LWML workshops. Presenters who are not LWML members may be paid mileage (the mileage amount is on the voucher form). This decision is made before the registration fee is decided. Be sure you have also carefully read the page: Instructions for Rallies.

Overage funds are sent to the LWML Montana District Financial Secretary and used to pay shortages from other zones, or they are added to the Delegate Fund for LWML conventions.

Occasionally as a result of the program or a report presented, the women attending a rally become aware of an immediate mission opportunity. If they vote to make donations for a specific cause, to meet a rally shortage, or for mites, a free-will offering may be taken. Keep in mind we do not want women to stay away from rallies because we are "always asking for money."

The Zone Secretary-Treasurer is responsible for the rally funds. The local society's treasurer will assist her and the funds may be deposited in the local society's account so that checks can be written to cover expenses and submit overages to the District. Bills may also be paid by cash from registration fees – keep a record for your information. However, the Zone Secretary-Treasurer is responsible for completing the rally report form and for disbursing the funds. The Zone Rally Report will be completed the day of the rally.