



HNBA Submission Process: Event Approvals, Calendar & Reimbursements

STEP 1: Before Your Event (Approval)

- ALL events, whether or not using HNBA funds/logo, must be submitted for approval at least 2 weeks before your event

Event Approval Process:

- Requests by Regional President ONLY – requests by others will be denied
 - ***ONE event per email (if you include more than one event, request will be denied)***
 - ***All documents must be included in ONE email (if you send multiple emails, request will be denied)***
1. Email to VPRegionsAffiliates@hnba.com and Treasurer@hnba.com
 2. Email subject line: “Region # – Event Approval Request – Event Name” (i.e. Region I – Event Approval Request – June Networking Mixer)
 3. Complete/attach the following:
 - a. **Event & Budget Approval Form** (word doc – see SharePoint & RP Library)
 - i. Fill in ALL sections (n/a if not applicable)
 - ii. Identify ALL funding sources (i.e. regional budget, sponsorships, gifts in-kind)
 - b. Attach proposed flyer and/or other materials that will be used to advertise
- Retain a copy of my approval email! You will need it for reimbursement.
 - Keep copies of receipts/invoices/cleared checks
 - DO NOT submit receipts that also contain personal purchases
 - Make sure to track event metrics – you will need them in order to complete the required **Success Tracker!**

Fundraising/Sponsorships

1. All checks must be made payable to the “Hispanic National Bar Association”
2. Log all checks received in the HNBA online “**Checks Log**” (see RP Library)
3. Once logged, mail to HNBA National Office (use tracking!)

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Gifts In-Kind

1. Follow instructions on **In-Kind Donation Form** (see SharePoint & RP Library) and send with letter to National Office
2. Letter must be on donor letterhead
3. Value of donation is up to donor (i.e. value of venue, food, printing)

STEP 2: HNBA Calendar (after event approval)

- *After* your event is approved, you must submit the event to the HNBA online calendar

How to Submit Event to Calendar:

1. From homepage, scroll below president's welcome message and click on "HNBA Calendar"
2. Click green button top right "Submit Event"
3. Fill out form; click green button top right "Check and Submit"
4. Review info and click green button "Submit"
5. Click "Finish"

STEP 3: After Your Event (Metrics & Reimbursement)

- ALL EVENTS must be submitted to the **Success Tracker** (see RP Library) – whether or not you used HNBA funds.
- This information is *essential* – our strategic partners require this information in our applications for funding!

How to fill out Success Tracker:

1. Go to RP webpage: <https://hnba.com/regional-presidents/>
2. At top of page, click blue button "REPORT"
3. Fill in form & click "Submit"

Reimbursement Request Process:

- Requests by Regional President ONLY – requests by others will be denied
- ***ONE event per email (if you include more than one event, request will be denied)***
- ***All documents must be included in ONE email (if you send multiple emails, request will be denied)***
- You will not be reimbursed until you complete the Success Tracker!

1. Email to VPRegionsAffiliates@hnba.com and Treasurer@hnba.com
2. Email subject line: "Region # – Reimbursement Request – Event Name" (i.e. Region I – Reimbursement Request – June Networking Mixer)
3. Complete/attach the following:
 - a. Your original **Event & Budget Approval Form** (one you submitted before event)
 - b. Copy of my email to you approving the event
 - c. Completed **Reimbursement Request Form** (excel spreadsheet – see SharePoint & RP Library)
 - a. All supporting documentation (receipts/invoices/cleared checks)
 - i. DO NOT submit receipts that also contain personal purchases