

ACFO-ACAF Member Meetups

Support Framework and Request Process

ACFO-ACAF
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1. Program Overview

1.1 Purpose

ACFO-ACAF is pleased to support member-led engagement events that help strengthen connections, encourage networking, and build community among members across regions and workplaces.

Member Meetups are intended to create meaningful opportunities for members to connect socially and professionally while increasing awareness of the support and services available through ACFO-ACAF.

Priority will be given to cross-departmental events that bring members together from different organizations, teams, or workplaces. By encouraging connections beyond existing workplace networks, these events create opportunities for members to build new relationships, exchange experiences, and strengthen the ACFO-ACAF Community across departments and regions.

1.2 Eligible Event Types

Examples of events that may be considered for support include:

- Pizza lunches
- Networking lunches or coffee chats
- Holiday gatherings
- Bowling, trivia, or other social activities
- Welcome events for new employees
- Retirement or appreciation gatherings
- Wellness activities

Other event ideas may also be considered.

2. Funding and Participation Guidelines

2.1 Participation Parameters

To ensure events remain impactful and manageable, the following attendance ranges are recommended:

Minimum Participation

- 10 participants

Maximum Participation

- 75 participants

Events outside these ranges may still be considered depending on the nature of the request.

2.2 Funding Guidelines

Support is reviewed on a case-by-case basis and may include food, venue-related costs, or other approved event expenses. ACFO-ACAF will reimburse costs up to **\$30 per member in attendance**.

2.3 Eligible Attendees

Funding support is intended for ACFO-ACAF members.

When non-members attend an event, organizers may be asked to provide a separate list of ACFO-ACAF members for reimbursement or reporting purposes.

2.4 Promotional Items and Swag

Depending on availability and timelines, ACFO-ACAF may be able to provide branded promotional items for events.

Examples may include:

- Pens
- Notebooks
- Tote bags
- Informational materials
- Other branded giveaways

3. Event Requirements and Expectations

3.1 Event Recognition

Where appropriate, organizers may be asked to recognize ACFO-ACAF as an event supporter or sponsor through event communications or remarks.

Examples may include:

- Displaying the ACFO-ACAF logo on invitations or registration materials
- A verbal thank-you during opening remarks
- A brief acknowledgement of ACFO-ACAF support

- Sharing information about ACFO-ACAF membership and services
- A brief virtual greeting from the ACFO-ACAF President, where feasible

3.2 Member Attendance Information

To help maintain accurate records and strengthen member engagement, organizers will be asked to provide attendee information for participating ACFO-ACAF members.

This may be collected through one of the following methods:

- QR code sign-in provided by ACFO-ACAF
- Completed attendee list after the event
- Registration form or sign-in sheet provided by ACFO-ACAF

The following information is required:

- Full name
- Email address
- Department and workplace
- Classification and level

3.3 Payment and Reimbursement

Depending on the nature of the expense, support may be provided through:

Pre-Approval Requirement

All expenses must be approved in advance. Reimbursement cannot be guaranteed for costs incurred before approval.

Direct Payment

Where possible, ACFO-ACAF may be able to pay vendors directly for approved expenses.

Reimbursement

If an organizer pays for approved expenses directly, reimbursement may be submitted afterward.

The following information is required:

- Proof of payment
- Final invoice or receipt
- Completed reimbursement form (will be provided by ACFO-ACAF)
- Attendee list

3.4 Request Timelines

To allow time for review and coordination, requests should be submitted **at least six (6) weeks in advance** of the proposed event date.

4. Review and Submission Process

4.1 How Requests Are Reviewed

Requests are generally considered based on:

- Alignment with member engagement goals
- Number of members impacted
- Budget availability
- Event timing
- Regional balance
- Availability of promotional materials or support resources

4.2 How to Submit a Request

To request support for your event, please complete the [online request form](#) at least six weeks before your proposed event date.

4.3 Event Frequency and Fair Access

As part of an initial pilot, Member Meetups are currently available to **regional members only**. Requests from the National Capital Region (NCR) are **not eligible** under this program since NCR-based members can attend regularly scheduled ACFO-ACAF social events.

Each eligible department or group may receive support for **one (1) Member Meetup** per calendar year.

Requests are subject to budget availability and will be reviewed on a first-come, first-served basis.

These guidelines are intended to support planning and may be updated from time to time.