

MEMBER ORGANIZATION EXPECTATIONS

To hold the number of HFA programming activities per grant year (*January 1st through December 31st*) as specified in signed Program Partner Agreement.

To be eligible for reimbursement of programming activity expenses through the HFA Program Partner Agreement, each Activity/Session* must adhere to the following guidelines:

1. Each programming area activity will include:
 - a) An **educational component** pertaining to needs of individuals/families with bleeding disorders utilizing HFA's Educational Curriculum.
 - b) A **wellness component** to encourage and actively support health and wellness. (*Guidelines outlined in Program Partner Agreement*)
 - c) A **social session** to allow time within the activity for participants to socialize/network.
2. Have participants complete appropriate topic post-session evaluations and submit copies of the evaluations with Program Activity Report for that session.
3. Submit completed program enrollments for each session.

The **Program Activity Report Package is due within 30 days of the session** and must be submitted as one "package" (report, evaluations, itemized receipts, reimbursement request, and enrollment forms). The Member Organization will be paid within 30 days of received report pending approval.

1. HFA Program Activity Available Funds include:
 - a) Up to \$1500 per Activity/ Session to cover session expenses. (*see list of Eligible Expenses*)
 - b) Speaker stipend for credentialed subject expert for specified topics + speaker travel as necessary*
**requires HFA prior approval*
2. As a charitable organization, HFA accepts funding from a variety of sources. This includes industry support for HFA's national programs that are delivered at the local Partner site level. Each year, HFA will notify its Member Organizations of this program support by specific program area. In appreciation, Partner agrees to notify and extend an invitation to that local industry representative to attend activities. As a courtesy, please advise your local industry representative of your scheduled activity at least 2 weeks in advance. Note: Industry representatives may be asked to leave during Peer Support discussions or other discussions of a sensitive or confidential nature.
3. Approval for payment/reimbursement of HFA Program Activities/Sessions requires all reports include:
 - a) Completed Report w/ Signatures of ED and Program Partner Coordinator.
 - b) Names of participants who received participant hardship expenses (e.g. gas cards) to attend session.
 - c) Enrollment/Confidentiality forms for new members.
 - d) Copies of ALL itemized receipts for session expense)
 - e) Completed Post-Session Evaluations.
 - f) For those featuring multiple sessions, Member Organizations will work with HFA staff prior to Session to determine total reimbursement amount factoring in total number of attendees and total number of sessions.
4. Reporting is due within 30 days after session. Reporting that has not been received for previous sessions will result in a hold on future session reimbursement.

Eligible Expenses

- Topic Expert/Speaker Honorarium
- Facility Rental
- Session Supplies (printing, copies, supplies necessary for session.*)
- Audio/Video
- Food & Drink (not including alcohol)
- Session Tickets
- Participant Hardship Expenses*
(*Participant Hardship Expenses include such items as gas cards and transportation to session. These expenses must be annotated with name of community participant and date of session.*)

Expenses Not Covered

- Travel Expenses for Speakers (local topic experts encouraged)*
- Hotel accommodations for Speaker, Site Program Coordinator or Participants (*unless session is scheduled as an overnight session*)
- Chapter expenses not directly related to the HFA Program activities (*i.e. reimbursement for lost equipment, planning sessions with HTC and chapter personnel, gas cards/gift cards for use as door prizes are not eligible*)
***Exceptions covered only with prior approval from HFA Programs Team.**