

Uniformity for FHEA District Meetings and Events

When plans are made for the FHEA and its activities, whether on the State or District levels, it's important to streamline our processes for both meetings and events so there is uniformity.

Besides the District officers, we show the following people who help coordinate your events:

District 1 – Kevin Daniel (President)

District 2 – Nancy Pace (Supporting Member)

District 3 – Lily Salkoff, Taylor Beney, and Rick Dandrow (Supporting Members)

District 4 – Christina Mendez (Supporting Member)

District officers are ultimately responsible for the plans of all District meetings and events. Please be reminded that FHEA email addresses are not to be given to Supporting members.

****For planning purposes, please follow these listed procedures so there is no conflict with State events, scheduled webinars, and/or holidays:**

- 1) Confirm meeting and/or event dates with the FHEA office at least 90 days in advance. **Please avoid dates that occur within two weeks prior to or after state conferences.**
- 2) If there are any contracts involved for venues or locations, please send them to the FHEA Meeting Planner at info@fhea.org for revisions. The Executive Director at Sarah@fhea.org will sign contracts once they are executed and approved. If necessary, the Meeting Planner or Executive Director may contact the district directly, venue, or other parties to negotiate final terms on any contract. **District officers and their volunteer coordinators are not allowed to sign any contracts for events and/or meetings.**
- 3) A preliminary budget must be submitted to info@fhea.org prior to finalizing any contracts for events. All events shall be evaluated for the need of insurance or other protective measures, including transportation, food and beverage restrictions, etc. For special events, participants will be required to sign release waivers prior to participating in the event. The signed waivers should be sent immediately following the event to the FHEA office for filing.
- 4) Only the FHEA office is authorized to apply for ASHE CE/contact hours. In order to apply for continuing education credits, we must have the following information prior to the presentation:
 - Presentation Title
 - Presenter's Name, Title, Company, and Short Bio
 - Contact phone and email address
 - Presentation Summary
 - Presentation Learning Objectives (we need a minimum of 4)
- 5) Once meeting/event dates are confirmed, and have been approved, send the District Meeting Planning Application to sarah@fhea.org We will send out the announcement to your members.
- 6) Sponsors for your meetings will also be handled by the FHEA office on a first come, first served basis. Please direct any interested companies that approach you to use the online link on your district webpage.
- 7) At the conclusion of meetings where CE or contact hours will be provided, send the final meeting sign-in sheets of attendees to sarah@fhea.org and the FHEA office will send the certifications.

These guidelines have been implemented in order to eliminate any confusion, as well as protect the safety of the organization and membership.