

OEA ZONE REBATE GUIDELINES

In order for a zone to qualify for its rebate, the zone will:

1. Establish operational guidelines. A copy of these will be filed ***annually*** with the OEA.
2. Elect a Zone Executive Board which includes the OEA Zone Board of Director member.
 - a. Determine zone activities and expenditures with approval of Zone Executive Board.
 - b. The Zone Executive Board will plan activities for all members and approve all expenditures.
 - c. Submit a report of zone activities, officers and a financial report to the OEA.
 - a. The financial report shall include:
 1. A statement of income
 2. A statement of expenditures
 3. The amount of total unexpended funds for the previous year

These reports will be due in the OEA office by December 1, and checks will be issued by January 1. Zone rebate checks will be made payable to the Zone Treasurer and Zone Chair.

Complete the online form (<http://vovici.com/wsb.dll/s/c2dg545f9>) and submit Zone Rebate applications by *December 1, 2013*.