

WRAMTA

Policies and Procedures Manual

Created by the 2005-2007 Executive Committee

Compiled by Jennifer D. Geiger, MA, MT-BC, Past President - September 2006

Adopted by vote of the Executive Committee, March 2007

Revised by Lillieth Grand, MS, MT-BC, Past-President – April 2008

Adopted by vote of the Executive Committee, April 2008

Revised by Piper Laird-Riehle, MM, MT-BC, President, April 2010

Adopted by vote of Executive Board, May 2010

Compiled and revised by Sabre Donovan, MT-BC, Secretary and Piper Laird-Riehle, MM, MT-BC, President- March 2011

Updated with changes from 3/11 EB Meeting at conference: Piper Laird-Riehle, MM, MT-BC

Draft changes 6/03/11: Piper Laird-Riehle, MM, MT-BC

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Internship Scholarship Collection Procedure

Step 1. After scholarship committee determines recipients of Internship Scholarship, the President shall notify students via telephone. Recipient shall be recognized with a certificate at the regional conference.

Step 2. President to send or hand a congratulatory letter to recipient which includes the information below. Be sure to update the name and address of the Treasurer and to cc the Treasurer the names of the recipients.

Dear ,

Congratulations! The scholarship application review committee has selected you to receive the WRAMTA Internship Scholarship Award. The scholarship will be awarded in 2 equal payments of \$500 (one at the beginning of your internship and one at midterm). Recipient must complete the following steps in order to receive monies in a timely manner:

1. Complete the enclosed *Payment Form* and return it to the WRAMTA Treasurer around the start of internship. Please be sure to list recipients' current address. Upon receipt, the first payment will be sent.
2. At the point of the mid-term evaluation at the internship site, recipient will send a letter to the WRAMTA Treasurer, informing her/him that intern will be continuing this internship. The second part of the scholarship will then be mailed. If intern's mailing address has changed, please be sure to send this information as well.

Intern Scholarship Payment Form

Please fill out and return to the WRAMTA Treasurer listed below.

This must be completed before any payments can be made.

Name of Treasurer, Address, Phone

Name: _____

Address: _____

Phone: _____

E-mail: _____

Social Security # (*required so WRAMTA can issue you a 1099 form for tax purposes*): _____

Internship Site: _____

Date Internship to Begin: _____

Anticipated Ending Date: _____

Supervisor: _____

Phone: _____

for WRAMTA use only:

1st Check: _____ Date: _____ Initials: _____

2nd Check: _____ Date: _____ Initials: _____

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WRAMTA Internship Scholarship

Two \$1,000.00 (variable) scholarships are available for interns in the Western Region. Applicants must be a current student member of AMTA, currently enrolled in a WRAMTA academic program, and whose internship start date is between January 1 and December 31, **Current year**. All applications must be postmarked, without exception, by midnight on **DUE DATE** ~~with a (five dollars-US) \$5 non-refundable~~. The WRAMTA President will select three (3) professional members to review applications. The Scholarship ~~Winner~~ Recipient(s) will be announced at the WRAMTA Annual Meeting and Conference in **Conference location**. The winner does not need to be present, although it is preferred. Funds will be disbursed in two equal payments of **half of the scholarship amount** at the beginning of the internship and the second at the mid-term of the internship. Applicants should consider any impact this scholarship might have on federal and state income taxes. Payments will be discontinued and refunds may be requested, if the internship is not completed. Send or email the original application and required materials to:

PRESIDENT CONTACT INFORMATION

Application content and scoring:

1. Identification form, signed and dated – 10 points
2. Completed application questions – 40 points
3. College transcript (student copy) – 15 points
4. Three (3) Letters of Recommendation – 15 points (5 points each)
 - a. A music therapy professor
 - b. A professional music therapist familiar with the applicant's clinical skills
 - c. Another person of the applicant's choice
5. Federal Tax Returns for the previous two years – 10 points
6. Current statements of all outstanding educational debt – 10 points

Application Questions:

1. State your professional goals within the field of music therapy.
2. State the reasons you chose your preferred internship site.
3. List professional organization affiliations and describe the nature of your involvement.
4. List any volunteer experience, excluding required practicum/pre-internship experience. Include the facility name, dates of volunteer service, and how each of these experiences benefited you.
5. List your employment history for the last five years and include your job title, employer, dates of employment, and job responsibilities (may be in resume format).
6. Will you be receiving any financial assistance during your internship? (This includes loans, other scholarships, family income/assistance, etc.). If so, please list sources and amounts.
7. State the total of your outstanding educational debt.

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WRAMTA Scholarship Application

Name _____

Social Security # _____

Address _____

Phone # _____

AMTA Membership # _____

Name(s) of AMTA approved school(s) which you have attended

Name of Music Therapy Department Chair(s)

Anticipated Graduation Date _____

Course Completion Date _____

Name of facility(s) where you've applied/been accepted for internship

Internship Start Date (if known) _____

End Date (if known) _____

Application Questions:

1. State your professional goals within the field of music therapy.
2. State the reasons you chose your preferred internship site.
3. List professional organization affiliations and describe the nature of your involvement.
4. List any volunteer experience, excluding required practicum/pre-internship experience. Include the facility name, dates of volunteer service, and how each of these experiences benefited you.
5. List your employment history for the last five years and include your job title, employer, dates of employment, and job responsibilities (may be in resume format).
6. Will you be receiving any financial assistance during your internship? (This includes loans, other scholarships, family income/assistance, etc.). If so, please list sources and amounts.
7. State the total of your outstanding educational debt.

Include official transcript, 3 letters of recommendation, and federal tax returns for the previous two years.

I hereby certify that the enclosed application is true and correct to the best of my knowledge. Electronic signatures are acceptable.

Signature _____

Date _____

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Nomination and Election procedures

1. Regular elections of officers and delegates shall take place every two years.
2. In the fall of the President's first year, she/he shall appoint a nominating committee of 3-5 people with the President-Elect as chair.
3. The President-Elect shall announce the election in the upcoming Sounding Board (Bylaws 4.1) in December. Please refer to the WRAMTA Constitution & Bylaws for officer descriptions and term lengths.
4. The nominating committee shall make its first report at the regional conference (Bylaws 4.1) in the Spring where nominations will be opened at a business meeting (Bylaws 4.2). The nominating committee shall present a minimum of one nominee for each of the 4 officers: President-Elect, First Vice President-Elect, Secretary, and Treasurer. Additional nominations may be taken from the floor until nominations have been closed (Bylaws 4.3) at the following National Conference in the Fall.
5. Nominations for Delegates to the National Assembly shall be made from the floor at that same meeting and will be included on the same ballot (Bylaws 4.4). As of September, 2006 the Western Region seats 10 delegates (2 filled by the President & President-Elect), therefore at least 18 names are needed for the slate of delegates to fill the remaining seats plus 10 alternates.
6. Nominations shall close at the AMTA National Conference at the WRAMTA General Business meeting.
7. In late December or early January, Ballots shall be mailed to the total voting membership of the Western Region, to be returned by the date indicated on the ballot, which is determined by thirty-one (31) days from the date the ballot is sent. Ballots shall contain space for write-in candidates for each elective office and Delegate position. (Bylaws 4.5)
8. The ballots for any election or Constitution and Bylaws change shall be counted by three (3) tellers appointed by the President from within the immediate geographic area of the Western Region. Ballots shall be retained by the President for a period of six (6) months following the next subsequent election. (Bylaws 4.6)
9. Officers shall be elected by plurality vote of the members responding. (Bylaws 4.7)
10. Delegates and Alternate Delegates to the National Assembly shall be elected by a plurality vote of the members responding. Delegate positions are filled in succession from largest number of votes received to smallest, until the required number of positions is filled. Alternate Delegate positions are then filled from the remaining Delegate nominations, in the same manner of succession. (Bylaws 4.8)
11. Winners shall be notified prior to the WRAMTA Regional Conference so that they can make arrangements to attend the Old/New Board meeting and make plans to receive materials.

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Professional Awards

**Recognize your peers for their accomplishments!
There are so many music therapists out there doing great things.
Nominate an individual for a Western Region Professional Award!**

Nomination Procedures: Nominees for the Betty Isern Howery Award, Service Award, Professional Practice Award, and Publications Award must be members of AMTA. Nominees for the Advocacy Award must have provided advocacy within the Western Region. Nominations may be made in more than one area, but an individual may not receive more than one award in a given year. Completed nominations must be emailed by midnight PST, **thirty days prior to regional conference in the year awarded.** The WRAMTA President shall appoint three people to serve on an Awards Committee to review nominations for the Service Award, Professional Practice Award, Publications Award and Advocacy Award.

A recent Past Betty Isern Howery Award winner will be asked to chair a group of 3-5 previous BIH Award winners to nominate and/or review nominations and bring forward a nominee for approval by the Executive Board.

The WRAMTA President shall present an award with a citation highlighting the accomplishments of the recipient at the Regional Conference.

1. BETTY ISERN HOWERY - WESTERN REGION RECOGNITION AWARD

Selection criteria for this award reflect the qualities that Betty Howery valued within the profession and nurtured within her students and fellow music therapists. Nominees shall evidence one or more characteristics from each of the following categories:

- A. Relationship:
 - Willingness to be an unselfconscious model of authenticity
 - Respect for individuality
 - Confidence to lead as well as the humility to follow; ability to put pride aside in both roles
 - Ability to relate to many and openness to listen to all
 - Willingness to share resources and support others; recognizes the efforts/ideas of others
 - Ability to laugh/sense of humor and maintain positive focus
 - Willingness to seek opinions and help/input from others
 - Ability to communicate clearly
- B. Professional Commitment:
 - Recognition of the historical impact of music therapy on the current development of the profession; integration of past with current practices
 - Purpose and clarity in the profession even as music therapy continues to be further explored, defined, and publicly understood
 - Continuous expansion of knowledge and skills through presenting/participating in professional education opportunities
 - Maintenance of broad range of abilities which are used and shared freely
 - Balance between the Artist, Therapist, and Scientist within
 - Maintenance of clear priorities and values
 - Active membership in committees, organizations without over extending self; ability to set limits
- C. Vision / Risk Taking:
 - Ability to look at self and prevailing social structures, philosophies etc. through a thoughtful and questioning nature
 - Ability to look at own strengths/weaknesses and use them to grow personally and professionally
 - Willingness to take a chance on a good or not-so-good idea
 - Ability to be flexible and energetic while being self-disciplined and self-directed
 - Curiosity, creativity, and spirit
 - Ability to challenge self as well as others
 - Unshakable belief in people/human spirit; unshakable belief in and hope for the work

2. SERVICE AWARD

This award recognizes individual WRAMTA members who have provided service to the Association and/or profession through long-term commitments or task limited activities, such as serving in regional offices, as chairs of commissions, special interest sections, chairs of standing and ad hoc committees of the Executive Board, and/or the Assembly of Delegates.

Nominees will be evaluated using the following criteria.

- The nominee shall have provided sustained service to a working body of WRAMTA. Service shall have benefited the profession and the Association.
- The nominee must have served the full term of office or have completed the assigned responsibilities the year the award is presented.

3. PROFESSIONAL PRACTICE AWARD

This award recognizes individual WRAMTA members who have made a significant contribution to the professional development of members of the Association. The nominee shall be recognized by his/her peers or colleagues as having contributed to the development and growth of the profession by utilizing special skills and/or knowledge in therapeutic practice, clinical supervision, education, and/or administration. Both scholarly contributions and organizational leadership will be considered. Nominees will be evaluated using the following criteria.

- Development of practice models or methods of treatment/teaching of regional significance.
- Development of clinical/academic educational programs or methods of regional significance.
- Completion and publication of research concerning music therapy practice, or education that benefits the profession.
- Administrative leadership that enhances clinical/academic education, supports innovation/improvement of practice, or supports research.

4. PUBLICATIONS AWARD

This award honors a WRAMTA member who has contributed to the development of the profession through research, scholarly activity, or creative products that have advanced knowledge and development in the profession of music therapy. The nominee is making or has made a significant contribution to the body of knowledge of the profession of music therapy. This will be demonstrated in one of the following ways:

- Involvement in or completion of an outstanding research project(s).
- Involvement in scholarly work resulting in a textbook(s) or monograph(s) related to refinement of professional theory and/or practice.
- Involvement in creative activity resulting in the marketing of an activity kit(s), recording(s), and/or compositions(s) related to the development of the practice of music therapy.

5. ADVOCACY AWARD

This award honors individuals who are not music therapists yet are advocates for the field of music therapy in the Western Region. The nominee is making or has made significant contributions to music therapy. This may be demonstrated in one or more of the following ways:

- Advocacy for music therapy in a facility or community
- Sponsorship of educational opportunities for music therapists
- Promotion of music therapy in the media, research, print publications
- Or other examples of support for music therapy or music therapists in the Western Region

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Previous Award Recipients:

<u>Betty Isern Howery Award</u> Carol Bitcon Fran Goldberg Alice Parente Barbara Crowe Kay Roskam Bruce Saperston Suzanne Oliver Ronald Borczon Lois Friedlander Stephan Betz Barbara Reuer Ted Ficken Celeste Behnke Helen Dolas Jodi Winnwalker David Wolfe Tracy Leonard-Warner Maureen Hearn Jennifer Geiger	<u>Service Award</u> Suzanne Oliver David Luce Desiree Donich Werth Laura Walters Jean Nicholas-Nye Tracy Leonard-Warner Robin Rio Jennifer Geiger	<u>Professional Practice Award</u> Celeste Behnke Susan Jette Roberta Adler Mary DiCamillo Julie Allis-Berghofer Elizabeth York Lisa Jackert Sheryl Kelly Vaughn Kaser	<u>Publications Award</u> April Rickey David Wolfe Barbara Crowe Ronald Borczon Wendy Woolsey
<u>Advocacy Award</u> Remo Pam Krug			

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Professional Award Nomination Form

Please complete this form for each nomination

NAME OF AWARD _____

NAME OF NOMINEE _____ CREDENTIAL _____

TITLE _____ AMTA MEMBER NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____

NAME OF NOMINATOR _____ CAPACITY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ DATE SUBMITTED _____

SIGNATURE _____

For the Betty Isern Howery Award, Service Award, Professional Practice Award and Publications Award, please describe the professional accomplishments and personal characteristics that the nominee has demonstrated as outlined in the selection criteria; especially, those for which you have first hand knowledge. For the Advocacy Award, please describe how the individual or organization advocates for music therapy or music therapists.

For all awards, please limit your remarks to the front and back of the narrative page. If the individual or organization you are nominating does not have high visibility on the regional level, please include resume/vitae or supportive documentation of the nominee.

Please submit this form, the narrative, and any attachments so that they are emailed no later than midnight PST, **thirty days prior to regional conference of the year award presented to:**

PRESIDENT'S NAME
WRAMTA President

PRESIDENT'S EMAIL

Awards timeline and procedures

The line item for awards should be approximately \$35 each for plaques and \$25 each for certificates.

Awards committee and Betty Isern Howery (BIH) committee should be appointed by the AMTA conference. All committee members should receive full applications and vitae/resume (if provided) within 72 hours after the deadline.

Awards committee and BIH committee should meet by phone the week following the nomination deadline.

Awards should be ordered with a minimum of 3 weeks prior to the start of conference. Jennifer Geiger has been kind enough to pick up and hand deliver the awards to conference. Please contact her to see if she would be gracious enough to do the same in future years. Awards can also be shipped.

Past plaques have been ordered from:

Livermore Trophies and Tees

4749 Bennett Drive Unit I

Livermore, CA 94551

925.447.0860

Ltt@trophies.com

Awardees will be given one complimentary lunch to bring a guest to the Awards Luncheon.

The BIH plaque

Professional Practice, Research, and Publications Awards will receive a framed certificate. (with template Judith is working on getting a nice template from her)

The wording for the plaques or certificate should be:

Betty Isern Howery

“Presented in the highest recognition for professional excellence within the Western Region.

You exhibit the qualities of professional commitment, relationship, vision and risk taking possessed by one of our music therapy pioneers, Betty Howery.

Professional Practice

“Presented in recognition of your significant contribution to the profession of music therapy by utilizing special skills, knowledge of clinical practice and supervision.”

Publication

“Presented in recognition of your significant contributions toward the development of the profession of music therapy through research, scholarly activity and creative products.

Service

“Presented in recognition of your outstanding service to the region and field of music therapy.

Advocacy:

“Presented in recognition of your considerable advocacy of/for Music Therapy in the Western Region by/when _____”

Professional Development Grant

The purpose of the Professional Development Grant is to provide funding to support activities/projects of professional members of the Western Region Chapter, American Music Therapy Association, Inc. (WRAMTA). The Executive Board of WRAMTA will determine the amount of money available during each annual budget cycle. There is no limit to the types of professional activities that qualify for consideration. Projects that are completed as of Regional Conference will not be considered. Applicants for this grant may not submit a New Professional Grant application in the same year. Priority will be given to activities that increase services to clients or contribute to the development of the field of music therapy in the Western Region.

Examples of activities for consideration include:

1. Requests for funding to purchase music therapy supplies and equipment.
2. Requests for funding to pay conference registration fees, hotel expenses, and/or travel expenses to regional or national music therapy conferences.
3. Requests for funding to copy and preserve historical archival information about WRAMTA.
4. Requests for funding to provide individual music therapy services in underserved or remote locations within WRAMTA.
5. Requests for funding to pay for materials to be used in public relations efforts.
6. Requests for funding to support legislative advocacy efforts, which promote the field of music therapy.
7. Requests for funding to enhance library collections at universities offering music therapy degrees. These libraries must be accessible to professionals working in the proximity of the university.
8. Requests for funding to support professional music therapy research projects.
9. Requests for funding to pay registration costs for music therapists to attend approved continuing education opportunities offered by other disciplines, especially if the music therapist is presenting, manning a booth, or otherwise representing the field of music therapy.
10. Requests to cover the expenses of bringing nationally recognized experts to speak or present in member states of the WRAMTA.

Method of Application

The application will be reviewed by the WRAMTA Executive Board. Completed applications will be reviewed using the following rubric. Incomplete or late applications will not be accepted.

1. Description of the professional activity/project. (Including where the activity/project will occur.) (20 points)
2. What are the intended outcomes of the activity/project? (15 points)
3. Who will be impacted by this activity/project? (15 points)
4. Projected budget: total amount of money and how it will be spent. (15 points)
5. Will you be receiving additional funding sources? If not, please indicate which portion of your project might be eliminated if funding is not granted or only partial funding is granted. (10 points)
6. What methods will you use to evaluate your activity/project? (10 points)
7. Provide a projected timeline of the activity/project. (Include time for planning, implementation, completion and evaluation.) (10 points)

8. Please attach a resume or vita for each of the professionals who will participate in this activity/project.
(5 points)

Awarding of the grant carries a commitment to report the results of the activity to the Executive Board of the WRAMTA and to the general membership through the *website* within one year of receiving the grant.

Applicants for this grant may not submit a New Professional Grant application in the same year.

Review and Notification

Applications for Professional Development Grants will be reviewed by the Executive Board of WRAMTA. A majority vote of the Executive Board is required to approve any single grant application. The Executive Board may approve the full amount requested, or may approve a lesser amount. If an application is denied, the WRAMTA President or President-Elect will send the applicant a letter of denial, stating the reasons for denial. If the application is approved, the WRAMTA President or President-Elect will send the applicant a letter of acceptance stating the monetary amount approved, and requirements for reporting the results of the activity. Applicants should consider any impact the money received would have on their taxes.

Professional Development Grant Application

Name of Contact Person_____

Credentials_____

Address_____

Work Phone_____ Home Phone_____

E-mail_____ AMTA Membership #_____

Name of Activity/Project_____

Name of individual or institution grant to be paid to_____ SS#/Tax ID#_____

Names of all other professionals who will participate in this activity/project

Please sign the following statement:

I agree to report the results of this activity/project to the Executive Board of WRAMTA by the means of a written or verbal report, and to the general membership of WRAMTA through an article in the *Sounding Board* within one year of receiving the grant.

Your signature (electronic signature acceptable)

Date

Signature of other professionals participating

Please complete the following

Applications will be reviewed using the following rubric. Incomplete or late applications will not be accepted.

1. Description of the professional activity/project. (Including where the activity/project will occur.) (20 points)
2. What are the intended outcomes of the activity/project? (15 points)
3. Who will be impacted by this activity/project? (15 points)
4. Projected budget: total amount of money and how it will be spent. (15 points)
5. Will you be receiving additional funding sources? If not, please indicate which portion of your project might be eliminated if funding is not granted or only partial funding is granted. (10 points)
6. What methods will you use to evaluate your activity/project? (10 points)
7. Provide a projected timeline of the activity/project. (Include time for planning, implementation, completion and evaluation.) (10 points)
8. Please attach a resume or vita for each of the professionals who will participate in this activity/project. (5 points)

Awarding of the grant carries a commitment to report the results of the activity to the Executive Board of the WRAMTA and to the general membership through the the *Sounding Board* within one year of receiving the grant.

The total amount of grant money available for **year** is \$**amount**.

Completed grant requests are due by **30 days prior to Regional Conference**. Please email you completed application to:

President name

Email

Grant recipients will be announced during the WRAMTA Regional Conference and will be notified by mail. Any questions, please contact **President**, WRAMTA President at **president's email**.

New Professional Grant

The purpose of the New Professional Grant is to provide funding in support of activities for new professional members of the Western Region Chapter, American Music Therapy Association, Inc. (WRAMTA). A new professional graduated less than 2 years prior to the application deadline of this application. The Executive Board of WRAMTA will determine the amount of money available for the New Professional Grant Applicants for this grant may not submit a Professional Development Grant application in the same year. There is no limit to the types of professional activities that qualify for consideration.

Examples of appropriate activities for consideration include:

1. Requests for funding to purchase music therapy supplies and equipment.
2. Requests for funding to pay conference registration fees, hotel expenses, and/or travel expenses to regional or national music therapy conferences.
3. Requests for funding to pay for CBMT testing, fees or continuing education.
4. Requests for funding to attend training seminars.
5. Requests for funding to support professional music therapy research projects.
6. Requests for funding to pay registration costs for music therapists to attend approved continuing education opportunities offered by other disciplines.

Method of Application

New Professionals must submit the application and the following to the Executive Board of the WRAMTA. Completed applications will be reviewed using the following rubric. Incomplete or late applications will not be accepted.

1. Official transcript from University or College showing completion of an AMTA approved degree program (2.5 points)
2. Resume or vitae (2.5 points)
3. A description of the activity/project (including where the activity/project will occur) (20 points)
4. Who will be impacted by this activity/project? (15 points)
5. The intended outcomes of the activity/project (10 points)
6. Will you be receiving any additional funding sources? If not, please indicate which portion of your project might be eliminated if funding is not granted or only partial funding is granted. (10 points)
7. A projected budget (including total amount of money being requested and how it will be spent) (15 points)
8. The methods that will be used to evaluate the activity/project (10 points)
9. A projected timeline of the activity/project (planning, implementation, completion and evaluation) (15 points)

By signing the application you are making a commitment to report the results of the activity to the Executive Board of WRAMTA and to the general membership through the *Sounding Board* within one year of receiving the grant.

Professional members may not submit more than one application within any budget year. Multiple applications will be disqualified.

Review and Notification

Applications for the New Professional Grant will be reviewed by the Executive Board of WRAMTA. A majority vote of the Executive Board is required to approve any single grant application. The Executive Board may approve the full amount requested, or may approve a lesser amount. If an application is denied, the WRAMTA President or President-Elect will send the applicant a letter of denial, stating the reasons for denial. If the application is approved, the WRAMTA President or President-Elect will send the applicant a letter of acceptance stating the monetary amount awarded, how to access the funds and the requirements for reporting the results of the activity. Applicants should consider any impact the money received may have on their taxes.

New Professional Grant Application

Name of Contact Person _____ Credentials _____
Address _____
Work Phone _____ Home Phone _____
E-mail _____ AMTA Membership # _____
Name of Activity/Project _____
Name of individual grant to be paid to _____ SS#/Tax ID# _____

Please sign the following statement:

I agree to report the results of this activity/project to the Executive Board of WRAMTA by the means of a written or verbal report, and to the general membership of WRAMTA through an article in the *Sounding Board* within one year of receiving the grant.

Your signature (electronic signatures are acceptable)

Date

Please complete the following:

Completed applications will be reviewed using the following rubric. Incomplete or late applications will not be accepted.

1. Official transcript from University or College showing completion of an AMTA approved degree program (2.5 points)
2. Resume or vitae (2.5 points)
3. A description of the activity/project (including where the activity/project will occur) (20 points)
4. Who will be impacted by this activity/project? (15 points)
5. The intended outcomes of the activity/project (10 points)
6. Will you be receiving any additional funding sources? If not, please indicate which portion of your project might be eliminated if funding is not granted or only partial funding is granted. (10 points)
7. A projected budget (including total amount of money being requested and how it will be spent) (15 points)
8. The methods that will be used to evaluate the activity/project (10 points)
9. A projected timeline of the activity/project (planning, implementation, completion and evaluation) (15 points)

The total amount of grant money available for **THIS YEAR** is \$??.

Completed grant requests are due **thirty days prior to regional conference**. Please email completed applications to:

PRESIDENT'S NAME

WRAMTA President

PRESIDENT'S EMAIL

Paper transcripts can be mailed to:

PRESIDENT'S NAME

Grant recipients will be announced during the WRAMTA Regional Conference and will be notified by mail. Any questions, please contact **PRESIDENT'S NAME**, WRAMTA President at **PRESIDENT'S EMAIL**.

CMTE Policies

CMTE Attendance Policy (11/16/06)(updated 4/1/11)

The Western Region American Music Therapy Association is approved by the CBMT to award Continuing Music Therapy Education Credits. The provider, WRAMTA, #P-060 maintains responsibility for program quality and adherence to CBMT policies and criteria. CMTE credit is available to professionals only. Registration priority will be given to Music Therapy professionals; other professionals and students are welcome at the discretion of the presenter and as space allows. Only those persons registered for the course will be allowed to participate. Registration for CMTE courses is on a first-come, first-serve basis. On-site registration for CMTE courses will only be accepted as space allows. Courses must be attended fully by participant to be able to claim the designated number of CMTE credits. Participants may not be awarded partial CMTE credits for partial attendance.

CMTE Refund Request Policy (11/16/06)(amended 4/1/11)

Refunds must be submitted in writing to the WRAMTA Continuing Education Committee Rep. *Name, Address*. The due date of request will coincide with the regular registration deadline. A refund request received after that date will be reviewed and determined by the WRAMTA Continuing Education Committee Rep and the President. If a session is cancelled, and a replacement session is not available or acceptable, a full refund will be mailed to you

Proctor Selection Policy (6/10/06)

The CEC Rep will be responsible for choosing proctors; the following sources shall be considered in this order: Local Committee, CMTE Selection Committee and Executive Committee. Members who proctor CMTE's will receive complementary CMTE registration for that CMTE. Presenters may not select their own proctor due to conflict of interest.

CMTE Co-Sponsorship Policy: (6/6/09)(updated 4/1/2011)

Per the co-sponsorship agreement with WRAMTA, a minimum of 3 CMTE's and a maximum of 10 CMTE's may be earned. Any CMTE courses being held outside of the Western Region is subject to approval of the Executive Board. The presenter (or co-presenter) of a co-sponsored CMTE with WRAMTA must be an MT-BC and an AMTA member in good standing.

CMTE Co-Sponsorship Fee Policy: (6/6/09)

A formula of \$100+\$5 (# of certificates – 3) will be the CMTE Co-Sponsorship Fee effective July 1, 2009.

CMTE Co-Sponsorship Timeline: (4/9/10)

Upon receipt of a co-sponsorship request, the timeline will have the dates added and emailed to all involved parties plus the WRAMTA President.

Conference Policies

Conference Registration Payment and Refund Policy

Payment must be enclosed with registration form. **All registrations must be postmarked by the date specified to insure the discounted rate. There will be NO exceptions.** There will be a \$12 charge for returned checks. (Mailing address for the *Treasurer*)

Refund requests must be submitted to the WRAMTA Conference Chair (name and date due)
The due date of request will coincide with the regular registration deadline. A request for refunds received after that date will be reviewed and determined by the VP and the President.
(added 6/10/06)

Refund request form needs to be approved; will only be used by VP or designee.

Complimentary Hotel Rooms (6/10/06)

The [Conference Chair](#) decides who gets these rooms, if any. Consider budget concerns by giving those rooms to those already receiving complementary rooms (i.e.: AMTA President, the WRAMTA [Conference Chair](#), the WRAMTA President, the keynote speaker, and so forth). If it seems necessary to comp. rooms for someone else (i.e.: a special guest, symposium presenter, institute speaker, etc.) the WRAMTA Executive Board must approve the expense before an offer is made.

Complimentary Conference Registrations

Complimentary registrations are automatically awarded to: AMTA President, WRAMTA President, WRAMTA Vice President, WRAMTA Vice President Elect, Local Chair or Co-Chairs (2), and conference sponsors as delineated in the marketing packet. If it is necessary to comp. registration for someone else (i.e.: a special guest, symposium presenter, institute speaker, etc.), the WRAMTA Executive Board must approve the expense before an offer is made.

Financial management of conference:

1. Only conference chair can negotiate fees and contracts.

Conference Volunteers

[Local Committee Chairs](#) will receive a registration discount of 20% for their service. They will be given a discount code to use on the registration web site.

[Volunteers](#) who do not register may attend 1 concurrent session per 8 hours of service.

Silent Auction Policy and Procedures

Silent Auction Policies and Procedures

- Bid on items by writing your name and bid on the appropriate line item of the bid sheet of a particular item. The minimum bid and bid increments for each item are listed on each bid sheet. Each successive bid on a bid sheet must follow the bid increments and be higher than the previous bid. The winner of the item is determined by the highest bid on the bid sheet at the close of the bidding. Bids that do not comply with these procedures will be rejected.
- Any disputes or discrepancies will be resolved by the Silent Auction Chair and First Vice President, at closing time. All Officials decisions are final.
- Bidding closing time is done on a table by table basis in increments. The last table will close at TIME, DATE (End of time slated for Silent Auction)
- All items must be paid in full by the close of registration table. Items may be taken only after payment is made in full. All items must be claimed prior to closing session or on the last day of conference.
- Cash, checks, and credit cards are accepted for payment on auction items. Make checks payable to WRAMTA.
- All donations are final. No exchange or refund of items is permitted.
- Anyone under 21 cannot bid on alcohol. Age will be verified on the winner.
- [Minimum starting bid must be set to equal one half the estimated value of the item.](#)

Editing “Three-Eyes” Policy

Editing Policy (3 sets of eyes) applies to all documents for public view, excluding the Sounding Board

All documents for public view, excluding the Sounding Board, consisting of a minimum of at least 3 reviewers of the Executive Board relevant to the document being submitted. The President must be notified and receive a copy of the document to be edited, and has the opportunity (but is not required) to comment and should receive a final version. Revised 6/7/09

If the Gov’t Relations Representative does not receive 3 Eyes review in time sufficient to respond to time sensitive issues affecting the region, the AMTA Gov’t Relations Committee Chair can be used in place of 3 Eyes. A final copy will be sent to the president. Added 6/7/09

The President can immediately respond to disaster/emergency needs and to notify Executive Board of decision/action within 72 hours. Added 11/12/09

The secretary will seek Executive Board input for needed/missing information in minutes and then be submit minutes to the website as a “draft copy” for posting until they are officially approved by the Executive Board or membership at the next following meeting. Added 6/3/2011

Reimbursement Policy

All reimbursement of personal funds must be accompanied by a completed Request for funds Form along with any **original receipts** needed to support the reimbursement amount. All requests are sent to the Treasurer who then seeks approval of the President prior to disbursement of funds. Any reimbursement requests made by the President must be approved by the Past-President. All requests for reimbursement during the current fiscal year (July 1st – June 30th) must be submitted to the Treasurer by June 15th.

National Conference Reimbursement

All Assembly Delegates (not Assembly Delegates- Elect) and Committee Representatives who attend the AMTA National Conference and fulfill their obligations are eligible to receive reimbursement of personal funds when the following criteria have been met:

1. Submission of Report to the Sounding Board prior to deadline (Committee Representatives only).
2. Submission of Request for Funds Form along with **original receipts** totaling a minimum of expenses by **December 31st** following the conference.

Anyone who serves more than one reimbursable position for the same national/regional conference will still be reimbursed (no doubling).

Regional Conference Reimbursement

Requests for reimbursement relating to regional conference must be submitted to the Vice President using the above guidelines by June 1st following the conference.

Any expenditure of funds exceeding what has already been budgeted and approved must be approved by the Executive Board. 6/10/06

Changes made 5/15/10:

~~Effective 1/1/11, the National Conference reimbursement be reduced to \$125 per person. All persons must attend both National and Regional conferences and attend all business meetings. Submission of Request for Funds Forms along with original receipts totaling a minimum of \$125 in expenses will be submitted by April 15. Submission of reports for the Sounding Board for Committee Representatives will be made prior to the deadlines December 15 and April 15.~~

Effective 1/1/11, the National Conference reimbursement will be determined each budget season to equal no less than \$100 or more than \$200 per year. All Assembly Delegates, AMTA Committee Reps and Executive Board members must attend all National and Regional conferences and business meetings. 75% of yearly amount will be available following National Conference and 25% will be available following Regional Conference after completion of all requirements for that position. Submission of Request for Funds along with original receipt for

lodging or travel totaling the determined amount must be submitted by December 31st for National Conference and May 31st for Regional Conference.

Other reimbursement

Government relations representative can be reimbursed for regional advocacy activities under management travel line in the budget with the president's pre-approval.

WRAMTA Tax Timeline

(Based on information provided by Robert Weil, AMTA's counsel, April, 2004)

General Information:

1. The WRAMTA President is required to keep a copy of the following on file at all times for public inspection:
 - a. IRS Group Exemption Letter
 - b. The chapter's letter requesting the Group Exemption determination
 - c. The annual AMTA Group Informational Returns for the preceding three (3) years

January 31st 1099 Forms to be issued

1. The WRAMTA Treasurer must file a 1099 form with the IRS for any individual receiving \$600 or more (i.e. as grant or scholarship monies) no later than the end of February. The individual must receive a copy by January 31st (or the following Monday if on a weekend) of the year following payment. A copy of the 1099 must be e-filed with the IRS by March 31st. Example: A Keynote speaker is paid for the 2010 regional conference must receive a 1099 by January 31st, 2011 and the IRS must receive a 1099 by e-file by March 31, 2011.
2. Penalties: There are stiff IRS penalties for not filing the appropriate 1099 forms. First, there is a \$50 penalty for failure to obtain an appropriate tax identification number and/or filing late. There is also a penalty for not filing or not giving a 1099 to a payee, which runs \$50 per failure. Since there is a separate penalty for not giving a copy of the 1099 to the payee, as well as for not filing a copy with the IRS, it can cost the region \$100 for each person for whom you fail to prepare 1099's.
3. Exemptions: Fortunately, a number of important exemptions from the 1099 filing requirements will eliminate most of the people or companies to whom you are likely to make payments of \$600 or more. You do not have to report:
 - a. Payments to corporations
 - b. Payments of compensation to employees that are already reported on a W-2
 - c. Payments of bills for merchandise, telephone, freight, storage, and similar charges.
 - d. Payments of rent made to real estate agents
 - e. Expense advances or reimbursement to employees
 - f. Payments to a governmental unit

August 15th AMTA annual federal Form 990 Informational Return

1. Prior to August 15th, the President of WRAMTA must provide AMTA with the following information and documentation necessary for AMTA to file the annual group IRS return:
 - a. Chapter budget for the immediately preceding fiscal year with expenses and income (obtain from the WRAMTA Treasurer)
 - b. Current list of Executive Committee members with addresses
 - c. A letter confirming the chapter's consent to be included on the AMTA group filing.

September Before a chapter may solicit contributions in Arizona, it must file a registration statement with the Arizona Secretary of State, and annually every September thereafter. First VP-Elect to research with President assisting as needed.

1. Information to include:
 - a. Most recent Form 990 Group Information Return
 - b. Completion of the Charitable Organization Registration form & the Charitable Organization Financial Statement (both can be found at http://www.sosaz.com/business_services/Charities.htm)
 - c. It does not appear that there is a fee charged for this at this time.

October 25th File the Arizona Corporation Annual Report

1. Received by our Statutory Agent:
Michael Riehle
3206 W Michigan Ave
Phoenix, AZ 85053
2. He will send it to the President who is to complete it, make changes in names of officers as needed, sign and return to the Arizona State Corporation Commission
3. Obtain check from Treasurer in the amount of \$10.00 payable to the Arizona State Corporation Commission to include with the form

November 15th Register with the state of California if there has been any fundraising undertaken within the state in the past fiscal year. First VP-Elect is to research with President to assist as needed.

1. No annual fee charged for receipts less than \$100,000, but musts be registered on an annual basis if activity continues to occur in this state.
2. Must register & report on any raffles held (a \$20 fee).

Other state registrations – First VP-Elect is to research in which states we need to be registered for conference purposes. Once research is done, President is to assist in completing forms as needed.

Website Policy

created 6/03

Links Policy

1. Regional links will include regional colleges and universities with music therapy web pages
2. Clinical internship sites with web pages
3. AMTA website
4. CBMT website
5. State MT organizations
6. Student website

All other links will need to be approved by the Executive Board.

Calendar of Events

Website will list the dates, location, activity title and one contact person with address, phone number, and or e-mail address.

Sounding Board Ads

Anyone wanting a larger ad can submit one for publication in the SB regional newsletter.

Full page 8 1/2 x 11 with .5 in margins \$100

Half page 8 1/2 x 5.5 with .5 in. margins \$60

Quarter page 4.25 x 5.5 with .5 in margins \$35

- All ads must be photo ready
- We do not post any ads on our website, excluding the Sounding Board

Website visitors must enter the current AMTA username and password to view reports, job postings and WRAMTA business news. These sections will remain public: Member spotlight, government relations, and conference news

Electronic file preservation was added to the Social Media Coordinator's job description.

All Officers

Files should be kept in two places (online and on a hard drive) and backed up once per month by every officer.

Social Media Policy – adopted (6/4/2011)

Note: Below is the official social media policy for the Western Region of the American Music Therapy Association, Inc. This policy will likely evolve as new social media resources emerge.

In this document, "social media" refers to blogs, podcasts, wikis, social networks, and all emerging social technologies.

The WRAMTA supports the use of social media tools and emerging technologies. While the decision whether to participate is their own, WRAMTA members are encouraged to explore social media tools as an open avenue to information sharing and professional development. Doing so expands our ability to learn and share our own knowledge with others.

The use of social media to connect with members and disseminate important information is increasingly important due to the rapid evolution of these tools.

Providing relevant, valuable, and responsive information to our members and prospective members requires that we stay current on emerging technologies. Our purpose in participating in social media is to meet our members and prospective members online, to develop relationships, and to bring more traffic to the website.

Here are a few guidelines to consider when using social media.

- First and foremost, remember you are representing the music therapy profession and our organization. Your conduct should be consistent with our purpose and mission.
- WRAMTA members should continue to follow the AMTA Code of Ethics and Standards of Clinical Practice at all times. You are personally responsible for the content you post. Remember that what you post often can be viewed by both personal and professional contacts. Post responsibly, and protect your privacy.
- Do not publish any confidential information online.
- Do not discuss other WRAMTA members, clients, vendors or other partners without their approval. Link back to the original source whenever possible.
- Post honestly. Do not post anonymously or use pseudonyms.
- Respect copyright, fair use and financial disclosure laws.
- Use your best judgment. If you aren't sure whether what you are about to post is appropriate, review it carefully and question what you've written with an objective mind.

Experiment with social media tools and consider how they might be used to benefit the WRAMTA and its members. Share resources, opinions and advice with your online social circle and ask the same of them.

Many thanks to MACPA, whose [social media policy](#) served as inspiration for this document.

Logo and Letterhead Use Policy

WRAMTA's logo & letterhead are identifying emblems for the association. We have therefore formulated the following guidelines for use. Thank you in advance for your cooperation.

- The WRAMTA logo consists of a treble clef with a heart that wraps around the G clef.
- The WRAMTA logo may not be changed or altered in any way other than proportional size.
- WRAMTA's logo is intended for regional use only and is not available for use by individuals, private practices, state organizations or any other purposes outside the Region's official business.
- WRAMTA regional letterhead may not be used by state organizations due to the fact that they are not included under WRAMTA bylaws.
- Any use of the letterhead must be reviewed as stated in the "3 eyes policy."
- Documents that should always be on letterhead include:
 - o Internship application forms
 - o Grant application forms
 - o Award nomination forms
 - o Reimbursement
 - o Correspondence on behalf of or regarding the region
- The WRAMTA logo may not be used on regional products or publications without consent of the Executive Board.
- Individuals and other organizations may not use the WRAMTA logo for any purpose except letterhead without prior written approval from the WRAMTA Executive Board.



**Western Region Chapter,
American Music Therapy Association, Inc.**

Conflict of Interest Policy

The standard of behavior at the Western Region Chapter of the American Music Therapy Association (WRAMTA) is that all staff, volunteers, and board members scrupulously avoid conflicts of interest between the interests of the WRAMTA on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the WRAMTA's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members. Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signature _____ Date _____

Written Name _____

WRAMTA Position _____

WRAMTA Code of Conduct

We, as WRAMTA elected, appointed, or volunteer members, reaffirm our commitment to abide by the AMTA Code of Ethics and dedicate ourselves to carrying out the mission of this organization by:

1. Recognizing that the chief function of WRAMTA at all times is to serve the best interests of our membership.
2. Accepting personal responsibility to keep up-to-date on emerging issues and report them effectively and efficiently to the members of the Executive Board.
3. Conducting ourselves with professional competence, fairness, impartiality, efficiency, effectiveness, and leadership that supports and inspires a collective vision.
4. Respecting the structure and responsibilities of our respective positions, by providing facts and objective advice as a basis for making policy decisions, and by upholding and implementing the policies adopted by the Chapter.
5. Conducting our organizational and operational duties with positive leadership through open communication, creativity, dedication, and compassion.
6. Serving with respect, concern, courtesy, and responsiveness in carrying out the organization's mission.
7. Demonstrating the highest standards of personal integrity, truthfulness, honesty, and fortitude in order to inspire confidence and trust in all our activities.
8. Respecting and protecting privileged information to which we have access in the course of our official duties.
9. Striving for personal and professional excellence and encouraging the professional development of others.
10. Keeping the community accurately informed in accordance with AMTA Code of Ethics 7.2, by distinguishing between personal and professional views and from an informed, collective position when representing WRAMTA in all forms of communication.

Signature _____ Date _____

Written Name _____

WRAMTA Position _____

Allocation of Revenue Policy

(6/7/09): WRAMTA will transfer a minimum of 10% of the balance brought forward at the beginning of each fiscal year into the savings account.