



COLORADO ENVIRONMENTAL  
HEALTH ASSOCIATION

**Policy on Discounted Registration for Annual Education Conference  
Planning Committee Members**

1. Planning committee members must meet the following criteria in order to be eligible for free or discounted membership to the annual education conference.
2. AEC committee members may receive discounted or free registration to the annual education conference, based on their individual contribution and commitment to the committee. Any reduction in registration fee shall be determined by CEHA Board:
  - a. Individual must be a current CEHA Member
  - b. Meeting Attendance at 75% of planning committee meetings
  - b. Serve as a Lead/moderator on track plus at least one subcommittee below or
  - c. At least three subcommittees; taking **lead** on at least one

| Subcommittee       | Volunteers | Volunteers needed | Commitments  |
|--------------------|------------|-------------------|--|
| Door Prizes        |            | 1-2               | Purchase, transport and giveaway   |
| Speaker Lead       |            | 1                 | Coordinate all speaker confirmation, info and bios                                       |
| Registration       |            | 5                 | During the conference; staff booth; mostly day 1   |
| Volleyball         |            | 1-2               | Set up location; provide net/ball and tourney brackets                                   |
| AV                 |            | 6                 | 1 in each ½ day track; must be available for problem/transition                          |
| Photographer       |            | 2                 | At least 2; during conference and events   |
| Silent Auction     |            | 3                 | Set up items and bid sheets, transport to Banquet site                                   |
| Binders            |            | 6                 | Assemble binders & nametags prior to conference  |
| Entertainment      |            | 1-2               | Arrange and organize entertainment for Banquet   |
| Binders & Brochure |            | 1-2               | Design conference brochure and inserts for binder. Mail brochures and work with printer. |

Policy approved by the CEHA Board of Directors on June 3, 2004. Lyle Moore Jr.



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