

## **SPR CONFERENCE PROGRAM BOOKLET MESSAGE**

### ***To all SPR Officers, Council Presidents and Club-At-Large Presidents:***

This is a friendly reminder that I must have your articles for the program book emailed to me by ***no later than April 15, 2008***. Please send your article in a Word document. If you do not have Word, please type in the body of your email and I can reformat later. Email to: spr\_itc@yahoo.com

### ***To all Club Presidents:***

Let's not forget our Meet Our Members pages. Pages must be emailed to: spr\_itc@yahoo.com, ***by no later than April 15***; to: spr\_itc@yahoo.com The sooner the better! [No hard copy in snail mail.] Each club is permitted one 8.5 x 11" page. Please leave at least a one inch border on your document so edges do not get cut off in the copy process. Pages must be done in Word, Microsoft Publisher or can be sent as a PDF. I would like to encourage pictures to be close up. When typing any information use a large enough font for everyone to read. Recommendation: Arial 12 works well.

Please feel free to contact me with any questions.

***SPR Program Booklet Chairman***  
***Denise Cheeseman***

## **SPR CONFERENCE CONTROLLER'S REPORT**

The approved 2007/2008 SPR Annual Conference Expense Voucher form was included in the February 2008 edition of Pacific Waves Newsletter. The form is printed on **green** paper to avoid using the Regional Treasurer's expense voucher form. A supply of this form will be available at the registration/credentials table. If you need the form (s) as soon as possible, please e-mail or call me.

Please submit the conference bill according to the guideline for reimbursement to the conference controller as soon as possible. The controller will approve the vouchers against the Annual Conference Budget and submit them to the Regional Treasurer for reimbursements. If the bill exceeds the budgeted amount, Regional Treasurer will forward the bill to the SPR Board for approval. On approval of the SPR Board, the bill will be paid. Please itemize donated expenses separately and mark as "Donated". This information is useful for the next conference planning.

Do submit your conference expense voucher at the conference or earlier. Please complete the voucher with receipts attached and submit to Conference Controller for approval. This will facilitate the Regional Treasurer in processing the reimbursements.

***SPR Conference Controller***  
**HIROKO SAIGO**