CARL Interest Group Guidelines

Adopted by the CARL Executive Board 2/01, rev. 12/08, rev. 08/12, rev. 12/14

Contents

Overview

To keep CARL moving forward as a responsive and relevant organization for its members, it is important to assure regular communication between the Executive Board and the various CARL constituencies. One important mechanism is two-way communication with each interest group (IG) to keep current on activities, interests, and concerns.

The following guidelines are designed to assist both the Executive Board and the IGs by providing a framework for:

- effective communication,
- accountability, and
- consistency among the groups.

By working together we can maintain and strengthen the professional reputation of the CARL organization as a whole.

These guidelines will be reviewed as needed by CARL's IG Coordinator and members of the CARL Executive Board for revisions and updates.

Membership

CARL members may join any of its IGs at no extra cost. There is no limit to how many IGs a CARL member may join. The expectation is that joining indicates the willingness of the CARL member to actively participate in the IGs.

To join an IG, members check the IG name on the CARL membership application or renewal form. At minimum, IG leaders will receive a quarterly membership report from the CARL IG Coordinator, which includes new and dropped members. Updated reports can also be requested at any time from the CARL Membership Director.

IG Officers and Elections

All IG officers must be current CARL members. However, "… [CARL] directors-at-large may not serve as president or Chair of any CARL interest group for the duration of [their] two-year term (CARL Standing Rules: Article VIII, section 3) and to "… avoid possible conflicts of interest, the [CARL] Interest Group Coordinator cannot simultaneously serve as an officer in an Interest Group." (CARL Bylaws: Article VIII, section 3).

IG Elections and/or appointments are held/determined annually or every two years at minimum. It is preferable, but not required, that IG elections be held in conjunction with the CARL elections (CARL Bylaws: Article X, section 3). Mail, electronic, or in-person votes of the IG membership are acceptable provided all members are notified of the election in a timely manner (CARL Bylaws: Article XVI, section 3). Following the established practice of each IG, only concurrent IG members may vote in that IG's elections. CARL members may update their IG affiliations by editing their profiles. For assistance on the process, contact the CARL Membership Director. If the IG leadership finds itself unable to hold/determine elections/appointments, the IG Coordinator should be consulted promptly for direction on continuing the work of the IG.

Election results are submitted in writing to the CARL IG Coordinator within 30 days (CARL Bylaws: Article X, section 3). Current IG officers and contact information must be posted on the IG website.

Self-determination is an essential part of the IG concept. IGs may shape and change their internal structures, but should carefully check the CARL Bylaws to remain in compliance with the parent organization. IG leaders are encouraged to contact the CARL IG Coordinator for guidance.

Communication

IG leaders are required to communicate regularly with the CARL IG Coordinator, who keeps the CARL Executive Board informed of IG programming, activities, needs, questions, and concerns. (CARL Bylaws: Article XIII, section 1).

The chain of communication is:
1. Designated IG officer/leader or representative
2. CARL IG Coordinator
3. CARL President and Executive Board

The IG Coordinator and the CARL Executive Board reserve the right to change information related to an IG on the CARL website, the IG website, and/or send communications to the IG's listserv and/or CARLALL on behalf of IGs in the event that an IG does not follow these guidelines and/or does not communicate with the IG Coordinator or the Executive Board.

IG leaders or designated officers are required to submit the following to the CARL IG Coordinator:
- Officer names and contact information within 30 days of each election/appointment
- IG mid-year and year-end reports

IG Reports

To provide a continuous annual record of IG activities, regardless of the amount of activity, a Mid-Year and a Year-End report must be submitted to the IG Coordinator for compilation and presentation at Executive Board meetings (a template is included in Appendix A). Reports cover IG activities and programs (completed during the period and in planning for future), business meetings, changes (in leadership, operations or communication), questions for the Executive Board, and an explanation of a lack of activity if needed. The Mid-Year report covers January-June, and the Year-End report covers July-December. The Mid-Year report is due by May 15 for presentation at the June Executive Board meeting; the Year-End report is due by November 15 for presentation at the December Executive Board meeting.

IG reports help the Executive Board understand and appreciate the contributions of IGs. They also help to publicize IG activities to the wider ACRL academic community through the CARL ACRL Chapters Council Delegate reports. The CARL Treasurer uses the information in these reports to prepare the annual CARL tax forms for the Internal Revenue Service. These reports also offer an opportunity for the IG leaders to share their needs, questions, concerns, and innovative ideas with the Executive Board.

Communicating with the Membership

IGs may choose any of a number of ways to communicate with their members. These might include print and/or online newsletters, business meetings (in-person, telephone, or online), IG listservs, blogs, wikis, podcasts, or any number of other methods.

Websites

Groups are strongly encouraged to maintain a CARL-hosted website and listserv as stated in the "Guidelines for IG Websites Hosted by CARL" (Appendix B).

CARL's goal is to have its IGs use the services offered by the CARL organization (e.g., website hosting, listserv, etc.). Any request for fee-based, commercial services other than the ones used by CARL must be submitted with written justification to the IG Coordinator and the CARL Finances Council.

Publicizing Events to CARL Membership

CARLALL is used to reach all CARL members, and IG leaders should publicize their events on this listserv. Questions regarding the list should be directed to the CARL Membership Director.

CARL Events Calendar is another way to publicize events, and it's an essential tool for minimizing event scheduling conflicts. It is strongly recommended that you check this calendar when you are considering possible dates for programs, and it is equally important that you post your scheduled events to the calendar so other IGs can avoid conflicts with your program.

CARL Newsletter

IGs are encouraged to submit articles on programs and contributions to the *CARL Newsletter* via email to the Newsletter Editor (carlnewsletter@gmail.com).

Program Planning

IG programs are the heart of CARL's educational and professional mission and help assure that the organization is in compliance with its educational nonprofit designation. The IG Coordinator and Regional Vice President can be consulted on IG program planning if needed (CARL Bylaws: Article XIII, section 1).

Advance planning is a prerequisite for successful events. Organizers should allow a minimum of three months (although four to six is strongly recommended) to plan for theme, presenters, location, publicity, reservations, etc. Early fall officer elections/appointments are recommended to provide incoming officers with time to plan early spring programs.

Refer to "Program Planning Considerations" (Appendix C) as a discussion document. Refer to "Program Planning Checklist" (Appendix D) for a list of program essentials.

Purpose

The purpose of IG programs includes:

- providing professional development for IG members,
- providing professional development for all CARL members,
- providing professional development for the academic and research library community, and
- promoting CARL membership to nonmembers.

IGs are encouraged to:

- hold at least one program per year,
- partner with other IGs,
- present a program in their designated IG Showcase slot at the CARL Conference,
- participate in CARL pre-conferences and mini-conferences, and
- send representatives from their groups to participate in annual CARL regional meetings.

Program Budget

IGs are strongly urged to set the cost of program registration and meal service (if any) to cover at least the program's full costs. Estimate the amount needed to cover the full expenses of the program, assuming three-quarters of the expected attendance. Use the CARL Event Budget Planner spreadsheet to help estimate the budget. ***This spreadsheet must be submitted to the CARL Treasurer at least one month before your event with your projected costs, and then again within a month after your event with the exact amount of your actual expenses.*** For planning purposes, assume that all attendees will be CARL members. In reality, some attendees will probably pay the higher non-member rate and others will pay the lower student rate to attend the program. As a general rule, non-CARL members should pay 50% more than CARL members, and students should pay 50% less than CARL members (whether the student attendants are CARL members or not does not make a difference in student pricing, but IGs are urged to encourage all students to become CARL members).

Be sure to include such costs as travel reimbursement and meals for your presenters, an honorarium if applicable (see Appendix E, "CARL Policy for Honorarium for Presenters"), room and A/V rental costs, food, name tags, etc. Don't forget that you must add 15% to your estimated total to allow for overhead costs.

Be sure to keep accurate records of both your estimates and your actual costs using the Event Budget Planner spreadsheet. This will help in planning future programs and will also enable you to complete a full financial report on your program for the CARL Treasurer. It's worth noting again that the Event Budget Planner ***must be submitted to the CARL Treasurer at least one month before your event with your projected costs, and then again within a month after your event with the exact amount of your actual expenses.***

Questions regarding financial planning should be directed to the CARL Treasurer.

Program Seed Money

IGs can request up to $300 of seed money for programs. This money can be used to cover out-of-pocket expenses incurred before the program. If you would like to request seed money for out-of-pocket expenses incurred before the program, complete a CARL Prepayment Request form and send it to the CARL Vice-President for your region (North or South). Forward the form and VP approval to the CARL Treasurer at least five days in advance of the payment deadline.

Presenter Commitments

Below are points that may be useful for you to include in your oral and written communication with your presenters:

- Reiterate the date, time, sponsor, location, program title, etc. in your letter/email as a frame of reference for the presenters.
- Ask for the presentation paper, or, at a minimum, an outline of the paper by a set date (e.g., two weeks in advance of the program). This will reduce the chances of ill-prepared presenters or a rush job. It will allow for an exchange of papers, which will help eliminate the chance for duplication of the material to be presented.
- Ask presenters to send you their biographical information for your program's promotional materials.
- Ask presenters for technology requirements for their presentations. Be sure to make alternative arrangements if the site cannot provide what is requested.
- Ask presenters if they require any type of special accommodations (e.g., needs for disabilities, travel, dietary, etc.).
- Specify the amount of time allowed for the presentation. Monitor the time during the program.
- Note the sequence of presenters (unless, of course, if you have only one presenter).
- State your expectations of the presenters: formal or informal research, hands-on activities, discussion of topics, etc.
- If you're planning a face-to-face program, describe the room size, proficiency of the audience, and number of people expected. If you're planning a virtual program, describe the web conferencing software you'll be using and make sure the presenters are familiar with it. The presenters will need this information as they prepare their materials. Presenters usually pay for and bring any handouts. Be sure to clarify this early as a large copying bill could seriously affect your budgeting.
- Discuss honoraria, if any, the method for handling travel, transportation, meals and lodging expenses, and when the presenters can expect to be reimbursed. **The Vice President in your region must approve presenter reimbursements, so be sure to get this approval ahead of time**.
- If you plan to record the program, be sure to have presenters fill out the CARL Program Release Form and submit it to the CARL Archivist.

Program Evaluation

You may want to distribute your evaluation form either at the registration table or at the conclusion of your program.

Promoting the Program

Start promoting your program as soon as you have all the pertinent information so that prospective attendees will know to save the date and have time to make inquiries or requests before registering. If you have a web page for your program, you are required to have a visible link to the CARL website so that prospective attendees can easily join CARL.

The following information should be included in promotional materials and registration forms:

- **Who:** California Academic and Research Libraries (CARL) must appear as the heading on all correspondence with the IG name. This also applies to co-sponsored events. You can request a copy of the official CARL logo from the CARL Web Coordinator. Along with the CARL information, you should also put your IG information, logo, etc.
- **What**: Title of program, description, presenters and their affiliation and/or qualifications.
- **When:** Date, time, and schedule of events.
- **Where:** Place, with directions on how to get there and/or a map. **Include parking instructions**.
- **Registration Fee:** Fee for all registration types: CARL members, non-CARL members, and students.
- **Registration Form:** You will send this (or make it available online) when your registration period begins. Registration forms should include all the above information, and they should allow room for registrants to fill in their name and institution, address, phone number, whether or not they are CARL members (or if they are students), amount enclosed and for what purpose (program, program and membership, program and meal, etc.), and a statement to **make checks payable to CARL**. Be sure to state that the canceled check is their receipt. Check is the preferred method of payment. If your IG wishes to accept credit cards as a means of payment, then follow the "Guidelines for Accepting Credit Cards" (Appendix F).
- **ADA Compliance: CARL and its IGs are legally required to provide reasonable accommodations for people with disabilities**. **IGs must include the following statement in all program announcements (print or electronic) and registration forms**: *CARL is committed to providing reasonable accommodations to people with disabilities at all CARL-sponsored events. Please indicate your special needs or dietary requirements in the space provided below. Requests for special accommodations must be received at least two weeks prior to the event.*
- **Disclaimer:** A statement concerning advance registration requirements, deadline date, cancellation policy, refund policy, etc. This is to protect you and save time and future grief.

Check the CARL Events Calendar to verify that the date/time of your program won't conflict with other IG events. Make sure your program is posted on the calendar so that others are aware of your arrangement. About three months in advance of the event, you should publicize the program on IG lists and CARLALL. If you would like to include your program announcement in the *CARL Newsletter*, send it by email to the Newsletter Editor. Be sure to check the Newsletter deadlines.

Financial Reporting

At least one month before your program, use your projected costs to complete and submit the CARL Event Budget Planner spreadsheet to the CARL Treasurer. Within one month after your program, you will have to use your actual expenses to complete and submit the CARL Event Budget Planner a second time.

Depositing Checks

You must send checks to the CARL Treasurer within 30 days of your program (you may send them as soon as they start arriving). To deposit checks:

- Photocopy the checks.
- Fill out the Deposit Register.
- Mail the completed Deposit Register with the checks and a final copy of your program announcement to the CARL Treasurer.
- Email the CARL Treasurer when you send the checks. After he/she confirms receipt, destroy the check photocopies.

Program Summary

This task should be given high priority. A program summary is a great way of publicizing the information presented at the program to a wider audience. Summaries are usually published in the *CARL Newsletter*, and may also be made available through the CARL Website. A well-written summary reflects positively on the presenters and the IG, and it may serve to interest readers in future programs.

Responsibility for writing the summary should be assigned before the program, and the summary should be prepared and submitted within one or two weeks after the program. Cover the salient points made by the presenters, plus references to handouts and audiovisuals used. You may use the "Program Summary Form" (Appendix G) as a template. The summary should be edited and proofread, and then should be submitted to the *CARL Newsletter* via email to the Newsletter Editor.

The length of the summary should be appropriate to the presentations. Two or three word-processed, double-spaced pages (500-750 words) is the usual length, but shorter or longer summaries are acceptable. See recent issues of the *CARL Newsletter* for examples of IG program summaries and for information about submitting items. Newsletter deadlines are strictly observed.

Guidelines for Reimbursement

IGs receive the following support from CARL:

- $300 seed money for programming (see the guidelines above),
- subsidization of programs, at the discretion of the Executive Board,
- transportation to meetings (see the guidelines below), and
- support for special projects (see the guidelines below).

Transportation to Meetings

It is preferable for one's employer to cover the cost of travel to CARL meetings. However, finances permitting, the following guidelines will be followed for the reimbursement of travel expenses for statewide meetings of CARL IG officers:

- Full reimbursement of airline flight expenses will be made for officers of IGs; expenses for officers driving to meetings will be reimbursed at the current CARL rate for every mile over 100 miles.
- The above reimbursement will be made to each IG a maximum of one time per year.
- The above reimbursement will not apply to attendance at events held by California Libraries Association.
- It is expected that statewide meetings of an IG will be held online or located so as to reduce expenses as much as possible.

Special Projects

Chapter finances permitting, the CARL Executive Board will consider financing of IG special projects according to the following guidelines:

- The principal criterion for deciding to fund a proposal will be how well it meets any or all of the objectives of CARL, as stated in the CARL Bylaws, Article II, and
- the state of the CARL treasury.

Proposals for special projects should be submitted to the CARL IG Coordinator for distribution to the Executive Board. Proposals should be in writing and include detailed information on estimated costs and possible revenue. The Executive Board may suggest that alternative sources of funding (e.g., ACRL) be considered before a decision is made to fund part or all of a proposal.

Appendix A: Template for Interest Group Reports

Adopted by the CARL Executive Board 12/06, rev 07/12, rev 12/14

Name of Interest Group:

Date:

Note: Mid-Year reports are due to the IG Coordinator by May 15; Year-End reports are due by November 15.

Summary of Activities

Business meetings:
List dates and locations of business meetings during this period

- Business meeting 1:
- Business meeting 2:
- Business meeting 3:

Changes:
Include a brief description of major changes during this period

- Leadership:
- Operational procedures:
- Online communication:
- Other:

Programs:
Include information about programs during this period

- Program title:
- Program location:
- Program date:
- Program attendance:
- Program income and expenses (estimated or actual):

No Activity
If your interest group didn't have any activity during this period, please explain.

Current plans/ideas for year ahead:

Needs/Suggestions/Questions/Concerns for the Executive Board:

Appendix B: Guidelines for Interest Group Websites Hosted by CARL

Adopted by the CARL Executive Board 12/08, rev 08/12, rev 12/14

Each IG elects/appoints its own webmaster. This individual is responsible for:
- IG website content and maintenance,
- regular updates to the IG website,
- deletion of content and files that are no longer current or needed, and
- upgrading the IG website to any adopted CARL website templates.

Questions and information regarding IG websites can be directed to the CARL Website Coordinator. Although the CARL Website Coordinator can provide guidance and assistance to IG webmasters, s/he is not responsible for individual IG websites.

The IG Coordinator should be notified about questions or issues regarding an IG website.

Minimum content requirements for IG website are:
- Current IG officers and contact information,
- link to the bylaws or operational procedures,
- links to and from the CARL homepage, and
- disclaimer statement
  [Name of IG] is an interest group of the California Academic and Research Libraries Association (CARL), an independent chapter of the Association of College and Research Libraries (ACRL). The information on this website is wholly the responsibility of CARL and implies no endorsement by ACRL.

The CARL Website Coordinator and/or the CARL Executive Board reserve the right to request design and content elements that are consistent with the CARL identity or template.

Acceptance of these guidelines and adherence to them are mandatory for IG websites hosted by CARL.

Appendix C: Program Planning Considerations

Adopted by the CARL Executive Board 07/12, rev 12/14

Think about the following while planning a program:

- Who will manage this program? Will it be your IG's steering committee? Will there be a specially appointed program committee? All planners must be CARL members.

- What is your idea for the program? Does this idea fit within the stated purposes of your IG?

- Why is this idea relevant and/or interesting to academic and research librarians and others with an interest in academic libraries?

- Who is your target audience (academic librarians and other staff, students, people in various disciplines or types of institutions, administrators, etc.)?

- What is the level of the program (introductory, suitable for those with some experience in area, for those with substantial subject knowledge and/or experience with topic, etc.)?

- What are your first, second, and third choices for the date/time of the program? Check these against the CARL Event Calendar to be sure your program won't conflict with other CARL or IG events.

- What type of program are you considering: face-to-face or virtual?
    - Face-to face programs have many advantages including a rich sensory experience, myriad relation building opportunities, easily accommodated group work, possibilities for hands-on, DIY work, etc. Weaknesses of face-to-face programs are cost, time, and travel impediments. Face-to face programs are a good fit for workshop-type presentations.
    - Virtual programs have their strength in the fact that they are inexpensive, easy to set up, and easy to attend (for example, people from all over the state could easily attend your virtual program). Furthermore, these programs are easily recorded and archived for future viewing. The weaknesses of virtual programming are the flipside of the strengths in face-to-face programming. Virtual programs focus primarily on information exchange and lack the sensory richness and interactivity of face-to-face programs. Panel-type presentations work well in a virtual setting.

- If you've decided on a face-to-face program, what kind of facilities will you need (auditorium, restaurant, conference meeting rooms)? Which facilities are available to you? What are the costs involved? Sometimes the costs go beyond a room deposit and include insurance, wifi and equipment use, required catering, etc. Therefore, you need to know what type of equipment you'll need for your program (e.g., internet access, computer, projector, projection screen, microphone, etc.). You'll also need to consider what types of refreshments you'll be offering (lunch, dinner, snacks, water, coffee, tea, etc.).

- If you've decided on a virtual meeting, which web-hosted service will you be using? Do you have free access to this service or will you have to pay? (Unfortunately, CARL does not yet offer its IGs free access to web conferencing tools.)

- Who are you considering for presenters?
  - Have you made tentative inquiries about their capability, availability, willingness to speak, and fee (if any)?
  - Have you made tentative inquiries about their needs? These needs could be as diverse as technology-related, dietary, or special accommodations.
- How many attendants do you expect? For a face-to-face program, you want to be sure your facilities will accommodate this group or that you cap your registration at the upper limit of the facility.
- What are your estimated costs? Include: presenters, advance room deposit, technology, equipment rental, food and drinks, name tags, etc.). Be sure to **add 15% to your estimated total to allow for overhead costs**.
- What is your estimated registration fee? See the Program Budget section of this document.

Appendix D: Program Planning Checklist

Adopted by the CARL Executive Board 12/06, rev 07/12, rev 12/14

Before the program (3-6 months prior)

- ❑ Review the Program Planning section and the Program Planning Considerations section (Appendix C) of this document.
- ❑ Meet with IG steering/planning committee and decide on a program topic. Determine if the program would work best as a face-to-face presentation or as a virtual one. The type of presentation you choose will dictate many of your other needs.
- ❑ Once you've decided on a topic and type of presentation, the next step is to figure out a tentative date and time for the program. Be sure to check the CARL Events Calendar to make sure your program won't conflict with other CARL or IG events. If you find no conflicts with the date, be sure to **post your event to the calendar ASAP** so other IGs are aware of your program. Announce the event to the CARL membership by posting a "save the date" message on CARLALL.
- ❑ Working backward from the program date, create a calendar of deadlines that you'll need to meet (e.g., necessary arrangements with presenters, reservations and food, budget requests, program promotion, registration dates, etc.).
- ❑ If your program will be presented face-to-face, you'll need to decide on a possible location that can provide the facilities your program requires. You'll also need to figure out options for refreshments. Now is a good time to make preliminary inquiries and tentative reservations for the dates you selected. Keep track of estimated expenses as you go along.
- ❑ Most presenters can have their employer cover their travel charges, but if this is not possible, then be sure to include travel reimbursement and meal costs for your presenters. In case an honorarium is applicable, be sure to carefully read and follow the directions in the CARL Policy on Honorarium for Presenters (Appendix E).
- ❑ Request seed money, if needed.
- ❑ Send confirmation letters/emails to presenters.
- ❑ Promote your program and **always include an ADA Compliance statement with all promotion and registration materials. CARL and its IGs are legally required to provide reasonable accommodations for people with disabilities and IGs are required to include the following statement in all program announcements and forms:** *CARL is committed to providing reasonable accommodations to people with disabilities at all CARL-sponsored events. Please indicate your special needs or dietary requirements in the space provided below. Requests for special accommodations must be received at least two weeks prior to the event.* You will definitely need to know about such needs for your audience and your presenters, and you need to have enough time to make proper arrangements.
- ❑ Within one month before your program, use your projected costs to complete and submit the CARL Event Budget Planner spreadsheet to the CARL Treasurer.
- ❑ Prepare a program evaluation form.
- ❑ Appoint or assign a volunteer to take program notes and write a program summary.

After the program

- ❑ Within one month after your program, you will have to use your actual expenses to complete and submit the CARL Event Budget Planner. This is the same form that you submitted one month before your program, but at that time you were only estimating expenses. This second submission is necessary to account for the exact amount of spending.
- ❑ Complete the *"Program Summary Form" (Appendix G)* and submit it to the *CARL Newsletter*.
- ❑ If your program is recorded, send recordings of the program to the CARL Archivist. Be sure to have a CARL Program Release form on file.
- ❑ Send thank you letters to presenters and IG members involved with local arrangements.
- ❑ Read your program evaluation forms for possible areas of improvement and/or ideas for future program topics.

Appendix E: CARL Policy on Honorarium for Presenters

Adopted by the CARL Executive Board 07/12, rev 12/14

Honoraria and expenses for presenters must be negotiated in consultation with the IG's Regional Vice President. The amount may vary depending on the presenter. Honorarium costs should be recovered from fees charged to attend the program. Approval of honoraria is contingent upon the state of the CARL treasury.

Travel expenses may be paid to presenters, but again, be sure to consult with your Regional Vice President. Mileage is paid at the current CARL rate. Exceptions to this policy may be approved by the CARL Exec Board on a case-by-case basis.

Please send the following form to your Regional Vice President allowing enough time for the VP to communicate the request to the CARL Exec Board for a discussion and decision.

Request for Approval of Honorarium

Individual to Receive Honorarium

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

CARL IG (or program sponsor) _____

Program title _____

Honorarium amount requested _____

CARL Member Making Request

Name _____ Date _____

Phone _____ Email _____

Explanation for the necessity of this presenter and hence the honorarium (be as thorough as possible)

_____
_____
_____
_____

Requestor's signature _____

Approvers' signature _____ Date _____

Appendix F: Guidelines for Accepting Credit Cards

Adopted by the CARL Executive Board 07/12, rev 12/14

CARL is able to accept credit cards as a means of payment for program registrations under the following conditions:

- If an IG opts to accept credit card transactions for program registration, then it cannot accept checks or other forms of payment. It is imperative to have a single form of payment because a registration list is generated in the system for registrants that use credit cards, and the fact that IGs would have to maintain a separate list of registrants that use other methods of payment creates too many possibilities for confusion and too much extra work for the CARL Membership Director and the CARL Treasurer.
- To cover CARL's cost of offering credit card transactions, the following fees must be included in the registration cost per person:
  - Registration fees of $20 or less should have a $5 surcharge added
  - Registration fees of $21-35 should have a $6 surcharge added
  - Registration fees of $36-45 should have a $7 surcharge added
  - Registration fees of $46-65 should have an $8 surcharge added

IG leaders will need to work with the CARL Membership Director to set up credit card registration.

Appendix G: Program Summary Form

Adopted by the CARL Executive Board 07/12, rev 12/14

After your program, complete and email the following form to the *CARL Newsletter*.

CARL Interest Group:

Program title:

Program date:

Program location:

Program presenter(s):

Program reporter:

Summary/highlights of program: