A completed 2019 Chapter Affiliation Agreement and 2018-19 Chapter Benchmarking Data must be submitted to CFMA Headquarters for a chapter to be eligible for the $3,000 per chapter subsidy.

During the 2019-20 fiscal year (4/1/19-3/31/20), each chapter has $3,000 in STAR Program funds which may be used toward the following:

1. **Chapter Administrative Services expenses**
2. **Chapter Marketing expenses** - tradeshow expenses, brochures, ads, promotional materials, etc.
3. **Chapter Educational Program expenses** – Suicide Prevention Summit, Education Day or educational event longer than a regular chapter meeting offering more CPE than a chapter meeting - instructor, facility, workbooks, etc.
4. **CFMA Speaker Program and CFMA Education Program expenses** - speaker/instructor fee, workbooks*, facility, food & beverage, etc.
5. **Chapter Strategic Planning expenses** - facilitator, facility, food & beverage, etc.

*To use the STAR Program funds for CFMA Education Programs, the cost of workbooks will be deducted directly from your chapter’s STAR Program available balance with no upfront payment required from the chapter.

STAR Program funds will be a reimbursement of the chapter’s expenses. To receive your reimbursement, the chapter must send CFMA HQ a completed reimbursement form and a copy of a paid invoice/receipt (via email to chapsubsidy@cfma.org or fax to 609-452-0474). If it is unclear whether an expenses will qualify, please reach out to CFMA HQ before the chapter incurs the expense in case it does not qualify.

Payments to chapters from the subsidy program will be made quarterly via ACH transfer from CFMA HQ. The payment schedule is as follows:

- Invoices received between April 1 and June 30 will be paid in July
- Invoices received between July 1 and September 30 will be paid in October
- Invoices received between October 1 and December 31 will be paid in January
- Invoices received between January 1 and March 31 will be paid in April

For more information about the STAR Program, see our complete list of FAQs online or contact Chapter Services Coordinator Farah Iaia (609-945-2420; fiaia@cfma.org).