



California Interscholastic Federation

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TO: Cross-Country/Track and Field State Advisory Committee Members

From: Ron Nocetti, Senior Director

Date: August 24, 2009

Re: Meeting September 29, 2009

Schedule

The meeting will begin at 10:00am and conclude no later than 3:00pm. Please RSVP to Ron Nocetti (rnocetti@cifstate.org) at the state office no later than Tuesday, September 15, 2009.

Agenda Items

Please submit any agenda items to Ron Nocetti, no later than Tuesday, September 15, 2009.

Travel Reimbursement

The State CIF has adopted guidelines for travel reimbursement. Those who travel by car will be reimbursed at the rate of .505 cents per mile (round trip) or the equivalent of the lowest air fare available from your departure city, whichever is lower. If air transportation is used, reimbursement will be made for the cost of air travel AT THE 21-DAY ADVANCE TICKET PRICE for coach. If transportation is provided by a school district car or by a car of another agency, reimbursement for mileage shall not be paid.

Lodging

It is the expectation that all committee members will arrive and depart on the same day. Anyone requesting lodging due to extreme travel distance, MUST have prior approval from the State CIF Office.

Meals

The State CIF will provide coffee and juice upon arrival and a working lunch will be provided. Any other meal/food expense will be the responsibility of the committee member.

Substitutes

Due to budget concerns, the State CIF **will NOT** reimburse school districts for substitute pay coverage for committee members. The State CIF has 20 committees with over 200 volunteer members with most committees meeting 1-2 times a year. If the State CIF finds that it cannot host a meeting with enough representatives, then future advisory meetings will be held on Saturdays and Sundays, which we recognize will cause conflicts with tournaments, invitationals and family time. Please discuss this vital issue with your supervisor prior to attending any meetings.

Other Expenses

Miscellaneous expenses, such as airport parking, road toll charges and other such incidentals will be reimbursed with submission of receipts.

The CIF and its 1,496 member schools appreciates and relies on individuals like you who volunteer their time and energy for the benefit of the 736,000+ students of California who compete in interscholastic athletics. If for any reason you feel you can no longer serve on this committee, please contact me as soon as possible. I look forward to seeing you at the meeting and working with you this coming school year.