

## **Dues and Income**

Most state and regional organizations rely on grants from pharmaceutical companies for the majority of their income. Most of the pharmaceutical companies are very willing to give grants for education and advocacy purposes. Included in this manual is a sample grant request letter.

Annual dues for members in the various state and regional organizations range from \$35 to \$150. In addition many states have a fee for attendance at the annual educational meeting.

## Sample Grant Letter

Dear \_\_\_\_\_ :

2003 proved to a very successful year for the North Carolina Rheumatology Association thanks in part to support provided by your company. Our organization has provided education and advocacy for patients, and our position statements have enabled our patients to access appropriate care. Our annual meeting was extremely well attended and feedback indicated that the material presented was greatly appreciated. It was felt to be clinically useful and relevant to office-based rheumatologists. We look forward to similar successes in 2004. ✓

Our organization needs to continue to advocate for patients with musculoskeletal diseases, and continue to educate health-care providers throughout our region. As we plan our annual CME meeting we are requesting financial support in the form of unrestricted educational grants. Our annual meeting is planned for September 18<sup>th</sup> and 19<sup>th</sup>, 2004 at the Grandover Resort in Greensboro. The proposed agenda will include subjects related to the evaluation and treatment of rheumatoid arthritis and other inflammatory arthritic conditions, lupus, vasculitis, and osteoporosis.

Enclosed you will find the NCRA policies for Contributors. The NCRA will be planning early morning breakfast receptions and mid-morning breaks on Saturday and Sunday with exhibitor space available to all corporate sponsors. We will additionally be planning a Saturday night reception and dinner for all attendees and their families. We ask that contributors not plan any event that conflicts in any way with these NCRA sponsored events or with the morning meetings.

We will not be formally sponsoring a Friday evening reception, nor any lunch or afternoon activities on Saturday or Sunday. If your company would like to arrange any such activities, those times are available to you.

Thank you for your support in 2003. We hope that you will be able to continue to support the activities of the NCRA in 2004. Please make contributions of support payable to the North Carolina Rheumatology Association (tax id number XX-XXXXXXX). Please address all questions and correspondence to Tammy Bulger, Administrative Director of NCRA, at the above address or email. The disclosure form to support the NCRA will be available from Ms. Bulger by mid-January. We look forward to working with you.

Sincerely,

President

Enclosure

## Sample Policies for Contributors

(12/16/03)

**Purpose:** To establish a consistent policy for all contributors.  
The policies will be attached to all letters requesting funding for NCRA education sessions.

**Policies:**

1. The NCRA funding levels are as follows:
  - a. Corporate Partner (\$15,000 and above)
  - b. Major Sponsor (\$10,000 to \$14,999)
  - c. Sponsor (\$2,500 to \$9,999)
  - d. Exhibitor (less than \$2,500)
  
2. If the NCRA sponsors a dinner during the meeting, tickets will be distributed as follows:
  - a. Corporate Partner – 5 tickets
  - b. Major Sponsor – 4 tickets
  - c. Sponsor – 2 tickets
  - d. Exhibitor – 0 tickets
  - e. This dinner is a social event provided by the NCRA and not a commercially sponsored event; therefore, no commercial items will be allowed at the dinner.
  
3. All promised funds must be received 3 weeks (21 days) before the event. The exact date will be noted in the funding request letter. If funds are not received by this date the NCRA cannot promise that corporate name will be included in our written materials and that the organization will be allowed to exhibit.
  
4. All Commercial Agreements must be signed and returned 3 weeks (21 days) before the event. The exact date will be noted in the funding request letter. If the signed Commercial Agreement is not received by this date the NCRA cannot promise that corporate name will be included in our written materials and that the organization will be allowed to exhibit.
  
5. Contributors *will not* plan any event that conflicts in any way with NCRA sponsored events or NCRA co-sponsored events. Choosing to plan an event that conflicts with an NCRA sponsored or co-sponsored event will result in the organization not being invited to join us at our next event.
  
6. If the NCRA is not the co-sponsor of an event, then they have no responsibility to insure that the contributor's event is the only event at that time.