

# MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



## APPLICATION FOR OVERSEAS VISITOR/S FUNDING PROCEDURE

MOP003

APPROVED: M.A.A.A. PRESIDENT

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### Table of Contents

1. Purpose.....	1
2. Introduction .....	1
3. Guidelines .....	1
4. Forms .....	3
M.A.A.A. Overseas Visitor Proposal .....	3
Itinerary .....	4
Budget.....	5

This Policy and/or Procedure forms part of the M.A.A.A. Manual of Procedures. This entire document is for the use of all classes of members of the M.A.A.A. in the conduct of activities associated with the M.A.A.A. and is not be used for any other purpose, in whole or in part, without the written approval of the M.A.A.A. Executive.

## **APPLICATION FOR OVERSEAS VISITOR/S FUNDING PROCEDURE**

### **1. PURPOSE**

The purpose of this document is to guide organisations and individuals, who wish to host an overseas visitor with funding from the Model Aircraft Association of Australia Inc (MAAA), on the process to be followed.

### **2. INTRODUCTION**

The Council of the Model Aircraft Association of Australia has for sometime approved the funding of one overseas visitor a year. The intent is that by getting an international celebrity into Australia and exposing the individual to the widest range of Australian modellers, the standard of Australian modelling in the area will improve.

Whilst there is no specific rotation policy, and approval of visitors is sort on an opportunity basis, Council has considered that over time the visitors should represent as wide a range of interest as possible. It is unlikely that Council would approve visitors from the same discipline in consecutive years unless there were overwhelming reasons for this.

For Council to consider the relative merits of applications they need to be provided with sufficient information to make the judgements. A form is provided with this document which highlights the basic information required. There are also guidelines for the conduct of the visit that have been compiled from the experience of previous visits. These are not mandatory, but should be considered when planning and hosting a visit. Council may impose specific requirements, or otherwise vary items in the guidelines.

For the purpose of completing the form, the word States covers both the States and Territories of Australia.

### **3. GUIDELINES**

The M.A.A.A. will provide funding for the visit up to an agreed limit. This is intended to cover basic travel and accommodation costs. It is not intended that the visit will be fully funded and some contribution is expected from those benefiting.

Considering the cost of getting the visitor to Australia, Australian modellers must get as wide an exposure as possible to the visitor within the time available. This means both across the States and to the maximum number of modellers within a State. The Council rarely approves a single function visit.

All travel will be at the most economical rates obtainable.

Once within Australia, local modellers are expected to assist with local accommodation, meals and travel where this is practical.

If accommodation and meals need to be funded then they should be to no higher standard than typical Australian modellers would expect if they were funding themselves.

The visitor or the host should fund incidental expenses.

Any entertainment or sightseeing must either be provided by the hosts or funded by the visitor.

If hall hire costs are incurred it is expected this will be funded by those directly benefiting.

If demonstrations are given then it is expected that those directly benefiting will fund any costs (fuel, materials, etc.).

If the visitor is expected to take part in contests, rallies or participate in event dinners, then it is expected that the organisers will waive or fund any costs.

MAAA encourages hosts to seek part sponsorship for all of the visit, or aspects such as transportation and accommodation.

Visitors who will require to use radio control equipment must be made aware that operation on legal Australian frequencies is mandatory. Costs (if any) must be included for any changes necessary.

The difficulties of funding overseas costs should not be ignored. It is strongly recommended that all costs be incurred in Australian dollars, for example by purchasing air tickets in Australia and sending to the visitor.

It is assumed that the visitor has been overseas previously MAAA will not accept costs of passports and similar items. However, if required, the cost of an Australian Visa is acceptable if the visitor does not possess one.

If a friend accompanies the visitor, the MAAA would not expect to cover any additional costs because of this.

When formulating the budget, careful consideration should be given to all the likely costs, not overlooking things such as the costs of transportation of models which can be an addition above normal fares, and also expensive.

Once the budget is agreed, the MAAA will not except any liability for any addition expenditure without prior approval.

It is strongly recommended that the visitor be given, and agree to, a specific statement as to what will be funded by the organisers (MAAA and the hosts) and what will not, prior to finalising the arrangements.

**MAAA OVERSEAS VISITOR PROPOSAL**

**SUMMARY**

Name of Visitor		Nationality	
Main Claim to Fame			
Date of Arrival		Date of Departure	Total days
States Visiting		Sponsor	
States not Visiting		Reason why not	

**VISITOR BACKGROUND**

Technical Expertise (Provide full details of skills, areas of application etc.)
Model Aviation Background (Provide years of experience in different areas, contests entered, championships won, international experience and reputation etc.)
Reason for Australian visit ( including details of how many Australian modellers will benefit, and in what manner)

OTHER (Add any further information that you believe will assist a funding decision)

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**M.A.A.A. OVERSEAS VISITOR PROPOSAL – ITINERARY FORM**

ITINERARY (Include every day in Australia unless visitor is totally self funding days. In this case show dates and mark *Own Time*. In travel and accommodation sections identify method that will be used, e.g. local host, motel, domestic airline etc)

DATE	STATE	PLACE	ACTIVITY	ACCOMMODATION	TRAVEL	LOCAL HOST

**BUDGET**

A budget sheet in the general format shown, including all relevant items, should be included to provide information on the costs of the visit, consistent with the itinerary.

<u><b>INCOME</b></u>	<u><b>\$</b></u>	<u><b>EXPENDITURE</b></u>	<u><b>\$</b></u>
MAAA GRANT	?	RETURN AIRFARE TO AUSTRALIA	?
SPONSORSHIP	?	DOMESTIC AIRFARES	
DONATIONS	?	Date ?/?/? City A to City B	?
SALES	?	Date ?/?/? City B to City C	?
ENTRY FEES	?	UNACCOMPANIED BAGGAGE (INTERNATIONAL)	?
OTHER INCOME (with full details)	?	EXCESS BAGGAGE	
	_____	Date ?/?/? City A to City B	?
TOTAL INCOME	_____	Date ?/?/? City B to City C	?
		BUS Date ?/?/? City C to City D	?
		PETROL Date ?/?/?	?
		ACCOMMODATION	
		Date ?/?/?	?
		Date ?/?/?	?
		Date ?/?/?	?
		MEALS	
		Date ?/?/?	?
		Date ?/?/?	?
		OTHER EXPENDITURE (with full details)	?
		TOTAL EXPENDITURE	_____
			_____
		EXCESS INCOME OVER EXPENDITURE	_____

**NOTES**

1. Add any explanatory notes to clarify linkage of itinerary to budget and any costs that are not part of budget.
2. Explain how funds will be obtained or dispersed if the forecast is not achieved during the visit. If the Budget Income does not balance the Expenditure a similar explanation is required.