



Development Fund & DF Night

Guide for the support fund and the DF night for IAAS
events

What is inside

PART A - DEVELOPMENT FUND

- A1** What it is and what it is for
- A2** Where the money comes from
- A3** How it is distributed

PART B - DEVELOPMENT FUND NIGHT

- B1** What the regulation requires
- B2** Before the night, plan ahead
- B3** The auction
- B4** The money, count and hand over

AA **ANNEX A** Auction bookkeeping template

AB **ANNEX B** General bookkeeping template



PART A

Development Fund

Explanation of the IAAS aid fund

What it is and what it is for

The Development Fund exists to further the development of IAAS (article 11.1.1.i). It draws on money from sponsors and from what is raised during IAAS events, and its purpose is to support individuals who attend Constitutional Events (article 11.1.1.ii). In practice it covers part of the transportation and the participation fee, so that cost never filters out someone motivated who comes from a country facing a difficult situation.



The idea is simple. A member who wants to take part but cannot afford the trip applies and receives support. In return IAAS gains more diverse representation at its events around the world.

■ How it works



Two sources. The fund draws on sponsors who contribute dedicated money and on what the community raises at its own events. The DF Night belongs to the second.



Administered by the VPF. The VPF (Vice-President of Finance from the World Board) in representation of the EB runs the distribution by application, with support from the Financial Regional Coordinators and the Control Board, based on the quality of the applications made following the Development Fund Application Form and the Development Fund Application Instructions.



A door for candidate countries too. If a candidate country submits its full membership application before a member requests support, that member can still receive Development Fund support to represent the country at the General Assembly where the membership is decided (article 11.1.1.vi).

Kept separate. Money reserved for the Development Fund stays outside the IAAS operating reserve calculation, article 9.5.2. The fund is not free cash. It is money with a purpose.

Where the money comes from

The fund draws on two sources. The DF Night is the main activity of the second.



Sponsors

Partners who contribute dedicated money to the fund.



Community fundraising

What the community raises at IAAS events, led by the DF Night. Article 11.1.1.ii.

■ How the cap is set

The General Assembly of every World Congress approves the yearly budget. At the start of the term the VPF sets the maximum per applicant as the DF budget for each event divided by five, a floor meant to fund at least five people. If the budget falls short, the VPF weighs the payments against that maximum and adjusts accordingly.

Floor, not a cap. At least five applicants are meant to be funded each event

No amount is guaranteed, and funds cannot be demanded.



The Development Fund exists for those who need it most. Active members from category A and B countries are expected to apply the most and are given priority (article 11.1.1.iv). For the purposes of the Development Fund, an active member is someone who has demonstrated meaningful engagement and contributions to their National Committee. This involvement must be clearly described and supported in the recommendation letter submitted by the National Director as part of the application. Any funds approved but not claimed after the event return to the Development Fund balance for the next cycle.



Read the full process. Requirements, documents and reporting are in the DF application form and the DF application instructions that accompany this guide.

How it is distributed

Distribution works by application. The right to apply is open to any active member from a full member country, and to candidate members under the case noted earlier, with priority for category A and B countries (article 11.1.1.iv and vi). Several applications come in for each event, and the VPF, assisted by the Regional Finance Coordinators and the Control Board, reviews them and approves each applicant and amount on the quality and motivation of the application (articles 11.1.1.j and m).

80%

the most the fund will cover of transport and the participation fee

20%

the share the applicant must prove they can cover

× 2

maximum awards per person each year

30

minimum days applications stay open, from the event call

20

days the VPF has to approve and inform amounts after closing



Support is paid as a refund. The applicant covers the full cost first and is reimbursed after the event, up to the amount the VPF confirms beforehand (Article 11.1.1.j). Reimbursement is only provided if the beneficiary attends the entire meeting, unless their absence has been notified to the EB in advance.

■ How the amount and the decision are set

- The amount is calculated on the cheapest travel route the VPF can find (article 11.1.1.g).
- The VPF in representation of the EB administers the fund and, reviews applications and informs applicants of their amounts (articles 11.1.1.j and m).
- Applications open when the event call is announced and stay open at least 30 days (article 11.1.1.i).
- The DF deadline falls at least one week after a delegate is confirmed, and the payment deadline at least one week after the DF is confirmed (article 11.1.1.i).
- The VPF has 20 days after applications close to approve applicants and inform them of their amount (article 11.1.1.j).
- Support is paid as a refund. The applicant covers the full cost first and is reimbursed after the event, up to the amount the VPF confirms beforehand (article 11.1.1.j).
- The event fee deadline must come after applicants hear if they are approved, set at 50 days after the initial call for participants (article 12.4.3).



PART B

Development Fund Night

The fundraising activity organised inside an IAAS event.
The visible face of the fund, the night the community pitches in.



What the regulation requires

The DF Night is the fundraising activity organised inside an IAAS event to raise money for the Development Fund. The Constitution and By Laws make it mandatory.



Every constitutional event. Constitutional events (World Congress, Directors Meetings, Exchange Coordinators Meeting) must include a DF Night among their required components, alongside the General Assemblies and a Cultural Event (article 22.1.3)



Also mandatory at ICYA. ICYA is held together with a host country that is exempt from the Membership Fee for that year and, in exchange, must organise the DF Night. The Executive Board supervises and supports (article 17.2)



All of it goes to the fund. The money the Development Fund raises during IAAS events is meant to support individuals to attend Constitutional Events, so what the night brings in feeds that purpose completely (article 11.1.1.ii).



The format is your choice

The regulation does not say whether it is an auction, a raffle or a dinner. That is left to the Organising Committee, and that is what the rest of this guide is about.

Before the night, plan ahead

A good DF Night is not improvised the afternoon of the event. It is prepared from the moment the venue is confirmed.

■ What the OC settles in advance

- ✓ Date and place within the event schedule. All Constitutional Events and the DF must include a DF Night as part of their official program
- ✓ Fundraising format, decided weeks ahead
- ✓ A night lead from the OC who runs it start to finish
- ✓ A second person in charge of collecting the money
- ✓ Space, sound, microphone and tables to show the items, if the format needs them
- ✓ A prior call to delegations to bring items for the format
- ✓ A payment method ready that same night. Cash is strongly preferred over digital.



No loans, no next day payments. Everyone pays that night, on the spot in cash on one fixed currency.

Choose a format



Auction

Each delegation offers something typical, sold to the highest bidder. Raises the most and builds the atmosphere.



Raffle

Tickets for sale and prizes donated by delegations or sponsors. Easy to set up, good for big audiences.



Dinner

Food and drinks from several countries offered at a separate event from the Trade Fair, with an entry fee or voluntary contribution.



Typical products

A market where each delegation sells what it brought along for the event.

Mix them or invent your own. An auction as the main course with a raffle alongside works well.



Open the night beyond participants

Many arrive with just enough money for their own costs, and the goal is to raise money for the organization, not move it among members. Invite sponsors, professors, friends and trusted contacts who can also bid and buy. A wider room raises more and makes a better night for everyone.

Run the auction

It is the star format and yields the most. Run well it turns a box of items into most of the night. Run badly it drags and the room empties.



Gather items

Ask each delegation for one or two representative objects. Build a numbered list with each item, its country and a short description. It is the base of the auction and of the cash record.



Set starting prices

Give each item a low start so bidding opens without scaring anyone. Cheap invites a raised hand and the price climbs on its own.



The auctioneer

Choose someone with energy and ease in front of a crowd. They present each item, say where it is from, open the bidding and keep the pace.

Auctioneer base script

- Present the item and the delegation that donated it
- Give the starting price
- Acknowledge each bid aloud and push for a higher one
- Warn before closing, going once, going twice
- Close, announce the winner and the amount

Keep the pace and the cash tight

■ The dynamic

- Open with an eye catching item to warm the room
- Alternate strong pieces with smaller ones to keep the pulse
- If bidding stalls, lower the increment or add a joke
- Combine items into combos to lift the price or move slower pieces

■ Cash and handover

- The cash handler records the final price and the winner next to each item, on the spot
- When it ends, the winner pays and takes the item
- Reconcile every object sold against its payment before closing the night
- In the case of direct donations, record each donation received, including the donor's name (if applicable) and the donated amount.



Mistakes that kill an auction

- Starting before the items are catalogued
- Starting prices set too high
- Recording sales later instead of on the spot
- Accepting loans or promises to pay later

Count it and hand it over

All the money is collected and recorded, not only the profit. Every sale, raffle and contribution enters the count and returns to IAAS World. The night has no costs to deduct, so what it gathers is what reaches the fund and starts the cycle again for the next event.

■ The close



Step 1. Count everything raised at the very end



Step 2. Reconcile the total against the sales record, they must match



Step 3. Prepare and sign the final settlement, ensuring it is signed by the Cash Handler and a Witness.



Step 4. Send the payment to the account designated by the VPF within no more than 30 days after the event finishes.



Transparency

Always tell the community the total raised. The people who put in from their own pocket deserve to know how much was gathered and that it reached the fund.



ANNEX A

Auction bookkeeping template

DF Night · IAAS World. Print it and fill it in during the night, recording every sale on the spot.





Night details and auction record

Event

Date

Venue

DF night lead

Cash handler

Auction record

#	Item	Buyer	Start	Final	Status
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					



Close and signatures

■ Close

Items sold

Total raised, sum of final prices

Cash counted in the box



The total raised and the cash counted must match. If there is a difference, review it before closing the night. The final figure is the one sent to the account the VPF designates.

■ Signatures

Cash handler

Witness

Date



ANNEX B

General bookkeeping template

DF Night · IAAS World. For any format different than the auction. Print it and fill it in during the night, recording every transaction on the spot.





Night details and activity record

Event	Date
Venue	DF Night lead
Cash handler	Format



How to fill it in. Raffle, ticket number as item, prize as description. Dinner, plate or portion sold. Sale of products, each product sold.

Activity record

#	Item / activity	Provided by	Amount	Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				



Close and signatures

■ Close

Items or activities sold

Total raised

Cash counted in the box



The total raised and the cash counted must match. If there is a difference, review it before closing the night. The final figure is the one sent to the account the VPF designates.

■ Signatures

Cash handler

Witness

Date



Go Further, Go IAAS!

Think Globally, Act Locally!

Vice President of Finance · 2025 / 26

iaasworld.org