

**Policy for Reimbursement of Leaders for Required Training Courses**  
**Approved May 2, 2016**

1. **Policy** - The Boston Chapter will reimburse leaders who are required to take the following courses as a condition of leadership for Committees of the Chapter:
  - 1.1.1. Wilderness First Aid (WFA)
  - 1.1.2. Advanced Wilderness First Aid (AWFA)
  - 1.1.3. Cardio Pulmonary Resuscitation (CPR)
  - 1.1.4. Swift and Open Water Safety and Rescue (SWSR, OWSR)
  - 1.1.5. First Aid (FA)
- 1.2. **General** – All decisions required to enact this policy will be made vote of the majority of members present at any regular or extraordinary meeting of the Executive Committee. The Boston Area is defined as the Area east of Route 495.
- 1.3. **Rate of Reimbursement** – The Executive Committee will address the maximum rate of reimbursement, annually, at the regular meeting held in November.
  - 1.3.1. The Committee will set the maximum rate that will be in effect from the calendar date of the November meeting until the calendar date of the next regular meeting held in November of the following year. The Committee may adjust the effective dates.
  - 1.3.2. At the sole discretion of the Committee, the maximum rate and effective dates may be revised at any time during the calendar year.
  - 1.3.3. The maximum rates and effective dates shall be published in the November Meeting Minutes of the Executive Committee or in the minutes of any meeting where they are revised.
  - 1.3.4. For WFA, AWFA and CPR the maximum rates will be equivalent to One Hundred Percent (100%) of the rate charged by the Hiking and Backpacking Committee for courses (and materials included in the cost of the course) conducted in the Boston Area.
  - 1.3.5. For WFA, AWFA and CPR that are taken outside the Boston Area or from other organizations, the maximum rates will be One Hundred Twenty Five Percent (125%) of the rates charged by the Hiking and Backpacking Committee for courses (and materials included in the cost of the course) conducted in the Boston Area.
  - 1.3.6. For FA, the Committee will determine a fair and reasonable rate based upon the cost of American Red Cross First Aid Courses generally available in the Boston Area.

1.3.7. The Paddling Committee will recommend rates for SWSR and OWSR for consideration by the Executive Committee. The Executive Committee will establish the rate after considering all relevant information and is not bound to accept the recommendation of the Paddling Committee.

1.3.8. A leader will be reimbursed at the lesser of the actual cost of the course or the maximum rate established by the Executive Committee.

1.3.9. The maximum rates are for courses (and included materials) and do not include travel, lodging, meals or other costs. Lunches and snacks included in the cost of the course will be reimbursed.

1.3.10. A leader may not receive multiple reimbursements for the same course taken at the same time.

1.4. **Eligibility** – The individual Committees will determine what leaders are eligible to receive reimbursement in accordance with their respective policies and procedures.

1.5. **Payment** – A leader will apply to the respective Committee for reimbursement and the Committee will reimburse the leader in accordance with the respective policies and procedures. The respective Committee will pay either the actual cost of the course or the maximum amount established by the Executive Committee.

1.6. **Application to the Executive Committee** - The respective Committee Treasurer will request reimbursement from the Chapter Treasurer. The request must provide the following information:

1.6.1. Name of the Committee

1.6.2. Name of the Leader

1.6.3. Name of the Course

1.6.4. Date of the Course

1.6.5. Location of the Course

1.6.6. Actual Cost of the Course

1.7. **Payment by the Chapter** - The Chapter Treasurer will make payment to the respective committee upon receipt all of the required information.

1.8. **Records and Reporting** - The Chapter Treasurer will maintain a record of all reimbursements made pursuant to this policy and will report the information to the Committee at the January meeting for the previous year. The information will be attached to the January Meeting Minutes of the Executive Committee.

**\*Rate of Reimbursement benchmark rates -**

Course	2016	2017	2018
AWFA	\$130	\$130	\$130
WFA	\$120	\$130	\$130
CPR	\$35	\$35	\$35
Swift Water	TBD	TBD	TBD
Open Water	TBD	TBD	TBD
First Aid	\$80	\$80	\$80