

PENNBOC Board of Directors Policy for Allocation of Region Education Support Funds

1.0 Purpose

- 1.1 The Board of Directors (BOD) recognizes that PENNBOC Regions/local chapters need to offer sufficient quantity and quality of training opportunities to attract and retain members, and to meet the professional development priorities of those members.
- 1.2 The BOD also recognizes that PENNBOC Regions/local chapters could periodically need financial assistance to produce and offer certain educational programs at a reasonable cost, without risking significant depletion of available local assets.
- 1.3 The BOD further recognizes that upstart regions and regions with a limited membership pool will receive less funding from the “Region Support” budget line item, which allocates a percentage of annual membership dues back to the Regions, than larger, well established regions. This situation creates further need for Region Education Support funding.
- 1.4 Consequently, an annual budget line item, “Region Education Support”, has been created, and a dollar amount deemed appropriate to support the anticipated local needs has been allocated to it.
- 1.5 A fund allocation policy is required to enable Regions/local chapters to uniformly state their purpose and need for funding, and to provide the BOD with objective criteria that will be utilized to validate and prioritized funding needs.

2.0 Application Requirements

- 2.1 A Region/local chapter applying for Education Support Funds must demonstrate that it is operating in accordance with the PENNBOC bylaws requirements and BOD policies that qualify it to receive local benefits from the state organization.
- 2.2 Applicants must submit a detailed description of the proposed educational program that includes goals and objectives; cost estimates for development, promotion and presentation; and available local resources that will be allocated to the proposed program.
- 2.3 Applicants must submit funding requests on a form approved and provided by the BOD. The form will require submission of sufficient information to comply with Section 2.0 and accomplish the purposes stated in subsection 1.5 above.
- 2.4 Applications must be authorized by the Region/local chapter Executive Committee, and accompanied by minutes of the meeting at which authorization occurred.
- 2.5 Applications must be signed by the Region/local chapter President or Vice President, and Education Committee Chairperson.
- 2.6 A current directory of officers, education committee contacts, and state delegates must be posted on the www.pennboc.org “Regions” page when an application is submitted, and applicants must agree to post the proposed training event on this state website.
- 2.7 Applicants requesting advance payment to produce a program that would otherwise be unlikely to occur agree to submit a program summary and return any unused portion of the award.
- 2.8 Applicants requesting supplemental funding to assure viability of a program agree to submit a program summary and receive payment after the program concludes. If the success of the program reduces the need for supplemental funding, payment will be reduced accordingly.

3.0 Application Processing Procedure

- 3.1 During the first year that this policy is in effect, applications will be accepted until June 30. Following committee review and recommendations, the BOD will award financial assistance at its September meeting. Applicants may request application of funds to a program that will be conducted during the remainder of the application year, or during the next calendar year.
- 3.2 During all subsequent years that this policy remains in effect, applications will be accepted until February 15. Following committee review and recommendations, the BOD will award financial assistance at its April meeting. Applicants may request application of funds to a program that will be conducted during the remainder of the application year, or until April 15 of the the next calendar year.
- 3.3 Applications must be submitted to the PENNBOC Administrator, who will verify that the form has been completed according to approved instructions, and that all required information has been provided.
- 3.4 Incomplete applications will be returned to the applicant with a statement of reasons for the return. Complete applications will be forwarded simultaneously to the Education and Finance Committees for review.
- 3.5 The Education Committee will verify that the program will offer CEUs for certification renewals, that the CEUs will be reported to the Administrator for central tracking, and that the instructor is qualified in the subject matter. It will also review available “Resources for Regions” and indicate if there are any available resources applicable to the proposed program that could be utilized to enhance the program and/or reduce the need for financial assistance. A summary of these items and recommendations will be report ed to the BOD.
- 3.6 The Finance Committee will verify that the financial assistance request is not the sole source of funding for the proposed program, that the applicant has a current, properly completed annual financial report on file with the Administrator, and that the application clearly explains a valid need for funding assistance. It will also rank applications based upon comparative need, with priority given to situations where the success of the proposed program is most dependent upon financial assistance. A summary of these items and recommendations will be report ed to the BOD.

4.0 BOD Decision -Making Guidelines

- 4.1 Committee reports will be provided to the BOD in advance of the meeting at which funds from the Region Education Assistance budget will be allocated.
- 4.2 Multiple awards will not be granted to the same applicant in one application cycle unless available funds exceed demand, and favorable committee recommendations support this action.
- 4.3 Priority should be given to applications that are perceived to be vital to bolster membership and/or improve a distressed financial situation.
- 4.4 In the event that a special local need evolves after the meeting at which Region Education Support funds are allocated, and funds remain available, the BOD may waive the application deadline to consider assisting with the special need. Procedures indicated in Sections 2.0 and 3.0 must be followed.