

Training Funds for Seattle Sea Kayak Trip Leaders/Committee Members and Volunteer Recognition.

The Mountaineers allocates a percentage of income we receive for our classes for certain personal development training and low value 'thank you' gifts. The Seattle Sea Kayak Committee (Committee) tried different schemes to allocate these funds, such as points systems which take a lot of admin burden. The Committee is looking to reinvigorate the program. The below approach is one that is simple to understand and administer and hopefully utilized on a regular basis

Although we provide a lot of in-house training, we encourage education outside of the club to learn different perspectives. To support leaders and active members of The Committee as they improve their leadership and personal skills, The Committee will allocate \$250 per year per qualified person to spend on kayak related training, e.g., first aid, leadership skills or personal paddling skills. Additionally, we plan to arrange a few classes from outside instructors where a fee will be charged and the \$250 can be used for that training.

A few requirements

- 1) A qualified person is a member who has led, as primary or co-leader, at least two trips or activities in the previous 12 months, or who is an active member of the committee attending at least 75% of the meetings.
- 2) Money cannot be spent on equipment, only training.
- 3) The money must be spent in The Mountaineer's fiscal year (October – September) and the class must also be completed in the same fiscal year. The club cannot advance the reimbursement; the fees must be paid and the event concluded before submitting for reimbursement
- 4) All applications must be approved by the Chair, the Treasurer and the leadership coordinator
- 5) The application must include:
 - a. Full details of the class
 - b. Description of how the applicant will use this training to benefit the mountaineers Sea Kayak program.
- 6) This preapproval is contingent on the member completing the course in the fiscal year applied for.
- 7) The total spent cannot exceed the allocated amount to the committee.
- 8) After approval the Treasurer will track the amount per person.

Accredited Training.

Also note that the Club has different leadership development funds for instructor accreditation (e.g. ACA/British Canoeing Instructor). The club will reimburse a percentage based on funds available, and the balance can be reimbursed by the committee using the above scheme (up to the \$250 cap).

Volunteer Recognition

We rely heavily on volunteers and at the beginning of each fiscal year The Committee will agree on an amount to spend on Volunteer Recognition which will be for all volunteers regardless of leadership or committee status. The amount of each gift will be in accordance with IRS and Club guidelines.