



Oregon-Columbia Chapter, NECA EDUCATION FUND POLICY

Establishment of Funds

Education Account monies are established each year during preparation of the budget and approved by the Board of Directors. The funds are allocated to each permanent member's account based on the past three-year average of the NECA dues paid into the Chapter.

The individual member's percentage dues paid into the Chapter is then used to calculate the percentage of the total Education Account allocated. For example, if a member pays 3% of the total NECA dues, they receive 3% of the Education Account available.

Eligible Expenses

Expenses are paid for permanent members and their company representatives for industry related educational seminars and conventions. Expenses paid include:



Registration Fees

Seminars
Conventions
Workshops



Lodging

One night for each day of the convention , workshop or seminar plus one additional night



Transportation

Air
Bus
Train
Rental Car
Cabs
Rideshare (Lyft, Uber, etc.)



Educational Materials

Books, Forms, Training Software
Other NECA or Industry materials

Not including hardware, electronic or otherwise.

Expenses are paid for permanent members and their company representative, including immediate family members, for industry related educational seminars and conventions - One night for each day of the convention or workshop; plus one night traveling to and one night traveling from the event.

Payments are made to travel agents, hotels, educational institutions, transportation companies, i.e. airlines, etc., sponsoring organizations of seminars and/or conventions.

Payments will not be made to individual members or their firms.

Education Fund checks are issued only from proper invoices, accompanied with a completed Education Requisition Form signed by the Accredited or Alternate Representative of the member firm. **Please note that as of 2018, we now require the name and last 4 digits of the credit card used to issue a check.**

Education Fund monies are established on a calendar year basis, however, the Board of Directors has changed the policy to allow up to a \$10,000 carry over into the next year's account for the same member firm. **The deadline for 2019 Educational Fund requests is December 15, 2020, 5:00 p.m.**

Education Fund dollars are available to all members current and in good standing with Chapter dues and industry fringe benefits.