

ESTABLISHMENT OF EDUCATION FUNDS

Education Fund monies are established annually during the budget preparation process and are subject to approval by the Board of Directors. Funds are allocated to each permanent member firm based on the firm's three-year average of NECA dues paid to the Chapter. Each member's percentage of total dues paid determines their proportional share of the total Education Fund. The deadline for Educational Fund requests is **December 15th** of the current year at 5:00 pm. The Board of Directors determines the dollar value of any unused funds that may be carried forward into the following year. The Board of Directors retains final authority over approval of all expenditures and reimbursement decisions.

ELIGIBLE EXPENSES

Registration Fees

Seminars, Conventions, Workshops, & Industry Related College Tuition

Lodging

Lodging is covered for the duration of the event, including one night prior and one night following the conclusion

Transportation

Air, Bus, Train, Rental Car, Cabs, Rideshare, and Parking

Educational Materials

Books, Training Software and other NECA Industry Related materials not including hardware

Safety PPE

Safety Products and Service-Related purchases

Wage Replacement

Straight-time wage replacement for Chapter-hosted or Chapter-approved education or training during normal work hours

PAYMENTS

Expenses are paid for permanent members and their company representative, including immediate family members, for industry related educational seminars and conventions.

Wage Replacement Reimbursement requests must include payroll records, training dates, hours attended, hourly wage rate, and proof of wage payment.

Reimbursement checks are only issued from proper invoices, accompanied with a completed Education Requisition Form signed by the Accredited or Alternate Representative of the member firm. Checks can be issued to vendors supplying the educational opportunity, or to the name and last 4 digits of the credit card used. **Payments will not be made to individual members or their firms.** To be eligible for reimbursement, the member must be in good standing with Chapter dues and industry fringe benefits.

If an education class, workshop, or convention is canceled, or if an individual cancels attendance, the Education Funds used must be returned to the Chapter, minus any non-refundable cancellation fees incurred.