



EDUCATION COMMITTEE

Operating Procedures and Guidelines

1/27/09

1. Composition of the Education Committee:
The Education Committee shall be composed of a Chairperson and 3-5 members of the NC Search and Rescue Advisory Council teams which are designated by the President.
2. **Education Committee Objectives:**
 - a. To recommend to the Board of Directors and/or the Voting Membership a series of guidelines for training and education courses, conferences, symposia, etc. to be promoted or conducted by the council.
 - b. To compile information on search and rescue training and education conferences, courses, symposia, etc. in North Carolina or elsewhere that is in compliance with the Council's guidelines and to disseminate this information to all Council members, State agencies, County agencies, and other entities expressing interest in search and rescue education.
 - c. To seek and secure outside funding to supplement the annual education budget, upon prior approval from the Board of Directors.
 - d. To make fiscal recommendations to the Board of Directors when planning to disburse the annual training budget as allocated by the council and supplemented by the education committee through grants and donations. Disbursement is to defray training costs for personnel of council voting member organizations per council approved procedures for the following activities.
 - i. The spring and fall statewide SAR training exercises/conferences.
 - ii. SAR training recommended to the Board of Directors by the education committee.

STANDARD OPERATING PROCEDURES

Funding Sources

The education committee will operate under an annual budget from two sources; council appropriated budget and grants/donations.

- The council will allocate an education budget annually. Specific amounts of this budget shall be allocated to the spring exercise, fall conference, and other general approved and SAR training classes.
- The education committee may seek outside funding (with the prior approval of the Board of Directors) to supplement the education budget. (Prior approval is required to avoid duplication of contacts should other projects overlap in order to avoid duplicated contacts.) Disbursement of these funds will be at the discretion of the Board of Directors considering the recommendation of the Education Committee members; within restrictions originating from the grantor. Unused donations and grants in total or part will carry forward in the education budget until expended regardless of fiscal year.

Spring Exercise/Fall Conference Disbursement

Members of SAR council voting member organizations are eligible for discounted registration fees for the annual Spring Exercise and Fall Conference. The Education Committee shall recommend the amount of the discount based upon the amounts allocated and needed to conduct the exercises or conferences. Event registration forms will allow for documentation of NC SAR Council membership; that membership will be verified through council rosters. Discounts are only available within the limits of the budget allocated by the council for the event and any supplemental funds generated by the education committee.

General SAR Training Reimbursement

Individual members of SAR council voting teams or organizations are eligible for reimbursement for registration fees and textbook costs for approved or pre-approved search and rescue training. The reimbursement maximum eligibility is 50% of the total registration and textbook fee or \$30, whichever is less. Reimbursements must be applied for and approved at least 30 days prior to a class. Reimbursements will be issued by the education committee upon receiving a copy of the registration fees paid receipt and the course completion certificate or written certification from the instructor. Reimbursements will only be available on an annual basis up to the total amount budgeted by the council, supplemented by any donations or grants secured by the education committee. Upon 100% obligation of the available funds, all member organizations will be notified.

Approved Courses

The education committee will maintain a list of pre-approved SAR training courses and activities eligible for reimbursement from the education budget. Courses will be added or removed by a majority vote of the education committee and recommended to the Board of Directors for final approval. Votes by the Board of Directors shall supersede decisions of the committee. Any council member may request that a course or training activity be considered for inclusion.

In the event a request for an obligation of funds for reimbursement for expenses for an unlisted course is made to the committee, the committee will exam the course content and decides whether the course meets appropriate training guidelines by a majority vote. Votes may be taken and documented in person, or by e-mail.

Request for Reimbursement

In order for member teams to receive reimbursement, the team must maintain a current roster of active members with the advisory council. This information should be submitted semiannually. Teams may also submit rosters more often if the membership changes. Only individuals listed on the current roster are eligible for reimbursements or discounts. An officer of the individual's team must submit the request for reimbursement. If multiple teams attend a course, each team must submit a separate request for reimbursement.