



Washington Metropolitan Area Construction Safety Association

SOP for Founders' Continuing Education Program

There will be a selection committee to review and provide the Board of Directors (BOD) with awards (name and amount) using the criteria below. The selection committee will consist of 3-5 members (volunteers) serving as the Founders' Continuing Education Committee, who will be appointed by the president. The BOD liaison will be a non-voting member of the committee.

Application Review Process

- The form must be completed in its entirety. Incomplete submissions will not be accepted.
- Applications will be received on a rolling basis – based on date received. All submissions will be reviewed and disposition decided within 6 weeks of postmark or date emailed.
- Allocated funds will be determined by the board on an annual basis as part of the budgeting process.
- The committee decides on how the funds will be distributed and keeps track of awarded funds.
- The applicant does not need to be a member of WMACSA.
- Applicants on the committee will not be able to vote on their own application.
- The committee reviews the submissions and has authority to make final decisions. The BOD reserves the right to audit the selection process against the intent of the program.
- There will be a board member liaison for the committee. This does NOT exclude the liaison from submitting an application.
- Reimbursement is allowed for applications received within 30 days of the event of which reimbursement is requested. They will be considered on a case by case basis.

The award will include:

- Payment - paid to the appropriate party based on committee decision
 - Example #1: Reimbursement to individual with proof of payment
 - Example #2: To Program if payment is not made
- Free admission to the WMACSA meeting immediately following the award selection