

THE PALOS VERDES AMATEUR RADIO CLUB

STATEMENT OF POLICY REGARDING STUDENT REIMBURSEMENTS FROM THE JOHN ALEXANDER FUND

Policy Adopted on 15 March 2011

With respect to responsibility for management of the fund:

- The Board of the Palos Verdes Amateur Radio Club is responsible for oversight of the John Alexander Fund, and is empowered to set policy regarding the disbursement of funds.
- Disbursement of funds shall be at the Board's discretion, with a view toward maintaining and, when necessary, seeking to replenish through contributions the fund's balance in order to provide ongoing support for the fund's primary objective of fostering the entry of youth into the world of amateur radio.
- The Board will have the discretion to withhold reimbursements based upon adequacy of the fund or such other conditions as may be felt necessary.

With respect to disbursement policy:

- Individuals eligible to receive awards from the Fund will meet all of the following criteria:
 1. They will be students 18 years or under who are enrolled in elementary, middle, and high school or home-schooled at similar grade levels.
 2. They will have completed a class in amateur radio sponsored by the Palos Verdes Amateur Radio Club.
 3. Following completion of the class they will have taken and passed an amateur radio licensing examination administered by ARRL VEC-certified amateur radio operators who are members of the Palos Verdes Amateur Radio Club at a test session sponsored by PVARC.
- Items eligible for reimbursement to a maximum of \$50 or as determined by the Board of the PVARC:
 1. Teaching materials required for class participation.
 2. One examination fee, not to exceed the amount current at the time of the examination.
 3. No additional reimbursement except as may be pre-approved by the Board on an individual basis (e.g., for specific special needs candidates).
- Individuals enrolled in classes not directly sponsored by the PVARC will not be eligible for reimbursement.
- Individuals who do not take their examination at a PVARC-sponsored examination session will not be eligible for reimbursement.
- Individuals seeking reimbursement must submit the PVARC's John Alexander Fund Reimbursement Request form, with the instructor's endorsement of amounts paid for class materials in addition to receipts for any other expenses.
- The Board may, at its discretion, decline partial or total reimbursement of incurred expenses in individual cases (e.g., lost and replaced materials).