



MEMBERSHIP ENRICHMENT REIMBURSEMENT REQUEST

DATE: _____

NAME: _____ PHONE: _____

MAILING ADDRESS: _____

EMAIL: _____

Are you a Director on the SWIAR Board of Directors? YES OR NO

Are you serving as a Committee Chair? YES OR NO

EVENT OR CLASS NAME REQUESTED FOR REIMBURSEMENT _____

AMOUNT REQUESTED _____

Criteria requirements for any education:

A SWIAR Primary or Secondary Board Member may apply for reimbursement. MLS only members may not apply for reimbursement. Upon completion, submit paid registration receipt(s) and certificate(s) of completion. Reimbursement is NOT available for certification application fees, but actual course education fees for certification may be reimbursed.

Criteria requirements for State or National events:

A SWIAR Primary or Secondary Board Member may apply for reimbursement of registration and course education fees only. MLS only members may not apply for reimbursement. Members who currently sit on the Board of Directors, chair a committee or be an active member on a task force / committee will be given priority. Flights, hotels, and other travel expenses are not reimbursable. Upon completion of event, submit registration receipt(s) and certificate(s) of completion (if applicable).

REIMBURSEMENT REQUESTS MUST BE SUBMITTED WITHIN 90 DAYS OF COMPLETION OF THE COURSE.

In the event that requests exceed available funds, the Board of Directors will make the final decision based upon who meets the outlined criteria best. Funds may be pro-rated and full reimbursement is not guaranteed.

The Board of Directors and employees of SWIAR are not responsible for non-payment due to fund availability or errors on the reimbursement application. All applicants must be current on all fees / member dues at the time of course/event to be eligible for and receive reimbursement.

I HAVE READ AND AGREE TO THE ABOVE STATEMENTS. I UNDERSTAND THAT REIMBURSEMENT IS ON A FIRST COME FIRST SERVE BASIS SUBJECT TO REVIEW BY THE BOARD OF DIRECTORS AS FUNDS ARE LIMITED.

SIGNATURE

DATE