



REWARDS PROGRAM POLICY AND PROCEDURES

I. Program Intent and Funding

1. To reward Columbia Chapter members who actively participate in the Columbia Chapter and the activities organized, hosted or sponsored by the Columbia Chapter.
2. To further the goals of the Columbia Chapter by providing additional education and professional development opportunities.
3. Funds for the program will be obtained from a portion of the revenue collected from various Columbia Chapter fund raisers.
4. The amount of each Reward will be \$275.00. The number of Rewards will be determined by the Columbia Chapter Board each January and is contingent upon overall organizational needs and proceeds available from various fund raising activities.

II. Reward Criteria

1. Individuals must be a paid member of the Columbia Chapter in good standing for at least one year prior and in the current year to receive a reward.
2. Only one reward per member per year may be awarded.
3. Rewards are not transferable to another member.
4. Must be used within the same calendar year issued, unless a prescheduled function has been cancelled.
5. May be used for any of the following functions:
 - a. Registration fees for any Columbia Chapter Educational Seminar.
 - b. Registration fees associated with any of the following NIGP functions:
 1. LEAP Classes
 2. CPPB/CPPO Review Classes
 3. CPPB/CPPO Test or Renewal Application
 4. Procurement Related Seminars/Workshops
 5. Webinars
 6. NIGP Forum Registration
 7. Any NIGP function

III. Exceptions

1. Functions paid thru use of Rewards Program or Columbia Chapter/NIGP Scholarships are not eligible for points.
2. Columbia Chapter President and Vice President are ineligible for Rewards Program.

3. Rewards cannot be used to cover lodging, meals or travel expenses.
4. May not be used to pay membership dues.

IV. Rewards Application and Award

1. A completed Application for Rewards Form must be received by the Past President of Columbia Chapter by January 31 to be considered for reward during the calendar year.
2. Points are earned by members for each activity they participated in during the previous calendar year.
3. Application results will be compiled by the Columbia Chapter Past President and presented to the Board of Directors for consideration.
4. Only points shown on the application will be used.
5. Rewards will be awarded based upon the highest cumulative score(s) on submitted applications.

V. Redemption

1. Reimbursement to Member
 - a. Reimbursement is made to a Rewards recipient upon proof of payment and attendance at a qualifying event.
 - b. A copy of the certificate received by attending the class, test or conference, in addition to the Redemption Request Form, must be forwarded to the Past President as proof of attendance.
2. Payment in Advance Due to Member Hardship
 - a. Payment for a qualifying event may be made in advance on behalf of a Rewards recipient who will incur a financial hardship.
 - b. A Rewards Redemption Request Form as well as copies of completed registration paperwork must accompany such a request.
 - c. Failure to provide complete registration paperwork may result in return of paperwork causing delay for Rewards recipient.
 - d. Requests for payment in advance are to be submitted to the Past President of the Columbia Chapter.
 - e. Allow two weeks to process the request.
 - f. Checks will be provided to member and be made payable to the entity facilitating registration

VI. Additional Considerations

1. Any difference in the amount of the Reward versus the cost of the class, test or function shall be the responsibility of the recipient if the cost is greater. If the cost of the class, test or function is less than the Reward amount the balance may be used for another approved function upon submittal of another Redemption Request form.
2. All Rewards that are not used by the end of the calendar year issued will be returned to the general fund.

VII. Support Forms

1. Application for Columbia Chapter NIGP Rewards Form
2. Rewards Redemption Request Form