

## Request for Disbursement from The Skills Program Education Funds Southern Division National Ski Patrol

Instructions			
<p>1) <b>Identify</b> training or event or training as early as possible and contact the <b>Program Supervisor</b> to discuss.</p> <p>2) <b>Patroller</b> requesting funds (<b>Applicant</b>) completes the top part of the application including the summary of the event / training, estimated costs, amount requested, and includes a statement of how attendance will benefit the patroller and the program. <b>Budget allows up to \$1500.00 per event/request.</b></p> <p>3) <b>Applicant</b> emails completed form to <b>Program Supervisor</b> and <b>Patrol Director/Patrol Representative</b></p> <p>4) <b>Program Supervisor</b> reviews applicant information, resolves comments questions.            If not approved - respond to applicant with explanation.            If approved - Forward form with <b>Program Supervisor</b> section completed to the <b>Assistant Division Director (ADD) for Skills.</b></p> <p>5) <b>ADD-Skills</b> reviews applicant information and <b>Program Supervisor</b> recommendation, resolves any questions/issues and emails to <b>Division Director (DD), All ADDs,</b> and <b>Treasurer</b> and requests a meeting/call to discuss.</p> <p>6) <b>DD</b> and <b>ADDs</b> review applicant information and recommendation of program supervisor.            If approved - <b>ADD-Skills</b> - emails applicant and copies <b>Treasurer.</b>            If not approved - <b>ADD-Skills</b> responds to <b>Applicant</b> and <b>Program Supervisor</b> with explanation.</p>			
Patroller Requesting Funds (Applicant)			
<b>First Name:</b>	<b>Last Name</b>	<b>Patrol</b>	<b>NSP Number</b>
<b>E-mail address</b>	<b>Cell Phone</b>	<b>Home Phone</b>	<b>Date of Request</b>
<b>(Clinic / Event Name)</b>		<b>Event Location</b>	<b>Date of Event</b>
Indicate Instructor Discipline / Program Below			
<input type="checkbox"/> Alumni	<input type="checkbox"/> Avalanche	<input type="checkbox"/> Bike Patrol	<input type="checkbox"/> Host Program
<input type="checkbox"/> Instructor Development	<input type="checkbox"/> Leadership Development	<input type="checkbox"/> Mountain Travel and Rescue	<input type="checkbox"/> Nordic / Backcountry
<input type="checkbox"/> Outdoor Emergency Transportation	<input type="checkbox"/> Outdoor Emergency Care	<input type="checkbox"/> Outdoor Risk Management	<input type="checkbox"/> Safety Team
<input type="checkbox"/> Snowsports School	<input type="checkbox"/> Women's Program	<input type="checkbox"/> Young Adult Program	<input type="checkbox"/> Other _____
Estimated Budget for Request (Completed by Applicant)			
No	Description (e.g. Mileage, Hotel, etc.)	Approximate Cost	Amount Requested
1			
2			
3			
4			
5			
<b>Total Estimated Cost</b>			
<b>Total Reimbursement Requested</b>			

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<b>Applicant's summary of request and statement of benefit for instructor/program</b>		
<b>Supervisor's Recommendation / Approval of Program Supervisor</b>		
<b>Program Supervisor</b>		<b>This application is recommended for further consideration</b>
<b>First Name:</b>	<b>Last Name</b>	
<b>Date</b>		
		<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Additional Comments (if needed) - Program Supervisor</b>		
<b>DD / ADD Review and Approval</b>		
<b>APPROVAL</b>	<b>Signature</b>	<b>Date</b>
Assistant Division Director - Skills		
Assistant Division Director - Programs		
Assistant Division Director - Regions		
Division Director		
<b>Additional Comments (if needed) - ADDs or DD</b>		

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### Notes

- 1) - Funding usually not available for events in consecutive years (for the same Patroller).
- 2) - Attendance of funded event must be coordinated with Patrol Representative / Patrol Director to assure adequate coverage at home resort.
- 3) - Maximum funding amount is \$1,500.00. Limit may be exceeded on a case-by-case basis requiring approval of the DD, Assistant. DDs, Program Supervisor and PR/PD.
- 4) - Receipts are required for reimbursement.
- 5) - Share what you learned with fellow instructors, patrollers, and skiing public.
- 6) - Reimbursement requests should be submitted prior to April 15 following event.
- 7) Requests for the next season should be submitted during the budget process (April)
- 8) To optimize your chance of funding, submit your request as early as possible. Soonest can be April of the current year for the next season.