

**National Ski Patrol
Southern Division
Continuing Education Program**

Approved: 08/26/2019 Supervisor Education Policy
Revised: 02/28/2024 Supersedes Policy above

Policy:

The Southern Division of the NSP recognizes that its management team is one of its most valuable resources and that they operate in a rapidly changing environment. To maintain high standards of performance, the Southern Division is committed to helping each of its Supervisors and key staff through continuing education and collaboration with like-minded organizations. The Southern Division does have limited resources so will utilize its Division Director (DD) and its Assistant Division Directors (ADD) to prioritize and rotate within their Direct Reports assistance with the expenses associated with these opportunities.

Procedure:

1. A Continuing Education (CE) Department will be established in the Southern Division's Financial Accounting System.
2. Annually during the Budget Process a total dollar amount will be assigned to the DD and each ADD within the CE Department.
3. The Maximum Amount per one recipient will be set and approved annually by the EC and Board during the Budget Process.
4. The DD will also include the ADDs as Direct Reports as well as those listed in the Division's Organization Chart.
5. During the Budget Process and throughout the year the DD or ADDs will identify those individuals who would best benefit the organization to enhance their skills or knowledge through attendance of an external event.
 - a. Individuals may also request to attend an external event by soliciting their Direct Report.
 - b. The requesting individual will complete the Continuing Education Request Form to formalize the request.
6. Once a request has been reviewed and approved by the DD and/or the ADD they will notify the Treasurer of the details.
 - a. The Treasurer will note the details of the request in the CE department and will keep the DD and ADD updated as to their available funding.

Continuing Education Programs Guidelines and Expectations:

1. The DD or ADD will rotate the use of these funds over the course of several years so that it is shared equitably by all their programs.
2. Expenses for a CE event may not be supplemented by a Program's budget.
3. Expenses that are paid by another organization, local Patrol, or the National Office will not also be paid by the Southern Division.
4. All expenses will be substantiated by receipts and limits as per Southern Division policy.
5. Recipients of CE funding are expected to share the knowledge they gained upon their return.
6. As expenses are incurred, the Individual will forward them to their direct report and then to the ADD or DD who will approve them and request that the Individual be reimbursed.
7. The DD and ADDs will maintain a historical schedule of the Individual's Supervisors and events attended.
8. ADDs may make a request to the DD for funding by the CE Program.
9. The DD may make a request to the EC for funding by the CE Program.