

SEMINAR REIMBURSEMENT POLICY

In order to further the skills and education of instructors and assistants, and to encourage our instructors to further their studies so that they can pass on new skills to our members, the Clinton County Canine Club (herein referred to as the "CCCC") has instituted the following policy to reimburse a portion of the cost of seminars attended by members of the club who teach and/or assist with classes.

- 1) Since our classes, and by consequence those who teach and assist with classes, are the club's primary means of income, the total yearly seminar reimbursement will be set at a maximum of 15% of all income generated from classes during the prior year.
- 2) Instructors and/or assistants applying to be reimbursed a portion of the seminar fee must pre-apply to the Training Committee. The application and nature of the seminar must then be pre-approved by the Training Committee and CCCC's Board.
- 3) The Training Committee will provide interested instructors and assistants with an application form. The application will request information about the seminar and its content, as well as details as to how and when the information is to be presented to the club. If the material is to be used in classes, applicants should identify what classes the material will be relevant to and how the material might be applied in those classes.
- 4) The Training Committee reserves the right to decline applications. Applications that are denied will include a written justification.
- 5) An application approved by the Training Committee will then be presented to the Board of the CCCC to be reviewed for final approval.
- 6) Successful applicants (instructors and/or assistants) after completing the seminar/webinar are required to share the knowledge they have acquired with the club's membership prior to reimbursement. This may be fulfilled by one of the following ways: a) present a lecture, b) create & present a demonstrative exhibition, c) conduct a multi-session mini-seminar, d) make use of the material as an instructor or assistant instructor in a CCCC class setting. If the material is to be used in classes, then the instructor or assistant must summarize, in an instructional manner to the Board of the CCCC (written or oral,) how that material is to be used in a CCCC class setting so that others may also benefit.
- 7) The Clinton County Canine Club will reimburse half (1/2) of the seminar's registration fee up to a maximum of \$250.00.
- 8) The Club will reimburse half of the seminar's registration fee for up to 3 club members who are attending the same seminar.
- 9) The Clinton County Canine Club will reimburse half (1/2) of the fee of a Webinar or Webinar Series up to a maximum of \$50.00.