REWARDS PROGRAM POLICY AND PROCEDURE

I. Program Intent and Funding

    1. To reward Columbia Chapter members who actively participate in the Chapter and the activities organized, hosted or sponsored by Columbia Chapter.

    2. To further the goals of the Chapter by providing additional education and professional development opportunities, attendance at Forum and NIGP certification assistance.

    3. Funds for the program will be obtained from a portion of the revenue collected from various 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 and their Agency must be a paid member of the Columbia Chapter of NIGP 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 Application
            4. Seminars/Workshops
            5. Webinars
            6. NIGP Forum Registration
            7. Any approved NIGP function

III. Exceptions

    1. Functions already paid thru the Rewards Program or Columbia Chapter/NIGP Scholarships are not eligible for Reward 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.

IV.   Application for Rewards

1.   A completed Application for Rewards Form must be received by the Past President of Columbia Chapter by January 31, each year.
2.   Points are earned by members for each activity they participated in during the previous calendar year.
3.   Supporting documentation must be submitted with the application and reflect activity for the period of January 1 to December 31 of the previous year (date of activity must be evident on supporting documentation).
4.   Application results will be compiled by the Columbia Chapter Past President and presented to the Board of Directors for consideration.
5.   Only points shown on the application will be used.
6.   Rewards will be based upon the highest cumulative score (s) on submitted applications and announced at each March meeting.

V.   Redemption

1.   A Redemption Request form must accompany each request submitted to the Past President of the Columbia Chapter. Please allow two weeks to process the request. Reimbursement to a Rewards recipient can also be made upon proof of payment and attendance at an official Columbia Chapter/NIGP event. A copy of the certificate received by attending the class, test or conference must also be forwarded to the Past President as proof of attendance. Failure to provide proof of attendance will require reimbursement by the Member to the Chapter. Failure to reimburse will result in Member being ineligible for future Rewards.
2.   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 shall be the responsiblitity of the recipient if the cost is lees than the Reward amount, that amount will be returned to the Columbia Chapter treasury and the balance may be used for another approved function upon submittal of another Redemption Request form.
3.   All Rewards that are not used by the end of the calendar year issued will be returned to the general fund.

VI.   Activity Points Schedule

ACTIVITY	POINTS PER ACTIVITY	MAXIMUM POINTS ALLOWED PER YEAR
Represent Agency at Reverse Trade Show (full day attendance)	7	7
Represent Agency at Reverse Trade Show (half day attendance)	3	3
Sponsor a new Columbia Chapter Member	3	9
Sponsor a new Columbia Chapter Agency	5	10
Submit/Publish article in Chapter Newsletter	2 points per article	6
Columbia Chapter Board Member	4	4
Committee Chair	3	3
Committee Member	2	2
Manager of Year Recognition	3	
Buyer of Year Recognition	3	
Attend Forum	**5**	**5**
Attend NIGP sponsored 1-day class	1	4
Attend NIGP sponsored 2-day class	2	6
Attend NIGP sponsored 3-day class	3	6
Attend General Meeting (6 regular lunch meetings)	2 points per meeting	12
Attend Columbia Chapter workshop (full day)	4	4
Attend Joint Workshop (with OPPA)	4	4
CPPB Certification/Re-Certification	3*	
CPPO Certification/Re-Certification	3*	
Renew Chapter Membership	5	5
New Chapter Membership	5*	
Renew National Membership	5	5
New National Membership	5*	
Silent Auction Donation	2 points per item	

*one-time only