

NAWGJ NorCal Education Stipend-Procedures/Policies

The NAWGJ NorCal Education Stipend exists to support its members in their efforts to fulfill NAWGJ's primary mission, which is education.

The amount of a member's stipend is determined by a judge's rating as of January 1st of each calendar year, and extends through December 31st of the same calendar year. The rating a judge held at the first of the year, regardless of any rating changes throughout the calendar year, is the rating that will be used to determine the stipend. If a judge lapses and/or terminates her/his membership, the education stipend is no longer available to that member. The stipend does not "roll over" to the next year if it is not used

Amounts for the educational stipend are as follows:

Brevet: \$300

National: \$300

10: \$200

9: \$200

8: \$100

5: \$50

The following items are reimbursable through the NAWGJ NorCal Education Stipend:

Item #:

1. Electronic and/or hard copy versions of the Compulsory, Optional and Xcel Codes
2. Judging materials (start value book, flip book, charts, pens/pencils, paper, sheet covers, binders, printer ink, flash drives, or other office supplies as approved by SJD in writing)
3. Official judging uniform from Lands End
4. Travel to and from any judging related course/clinic/event/exam, including:
 - a. Airfare (from judge's home city) to and from
 - b. Mileage (from judges home) to and from (please include mapquest)
 - c. Taxi, rental car to and from
 - d. Hotel room
5. Cost of any judging related exam
6. \$25 cost for Congress registration rate (must respond by deadline imposed)
7. Any other educational expense approved by the SJD in writing

Procedures:

-Education Stipend Requests must be submitted as reimbursements only, and within 14 calendar days of completed transaction date.

-Education Stipend purchases must be made separately, and not combined with other purchases.

-The Education Stipend Request (ESR) Form must be typed, and receipts must accompany the form.

-Receipts must indicate retailer and reflect the item purchased. If the purchase is to NAWGJ library, the receipt can be a cancelled check with item(s) notated in memo.

-Any item not on the list must be approved in writing (email is sufficient) by the SJD no later than 14 calendar days in advance of purchase

-A copy of these signed Procedures/Policies must accompany the submission.

-Submission must be collated and stapled in the following order:

1. Signed Procedures/Policies
2. Education Stipend Request (ESR) Form
3. Receipts in order as they appear on the ESR form

I have read, understand and agree to abide by the Policies/Procedures for the NAWGJ NorCal Education Stipend.

Name (Printed) _____

Signed _____

Date _____

Do not write in this section. For SJD use only.

SJD Signature _____

Date of Approval _____