



ALASKA SEARCH and RESCUE ASSOCIATION

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On the Internet: www.alaskasar.org

TRAINING FUNDS REQUEST POLICY

Purpose: The purpose of this policy is to outline procedures for requesting ASARA funds for search and rescue training courses or workshops.

Process for Requesting Training Funds: Any ASARA organization or representative member in good standing can request training funds from ASARA for training classes directly related to search and rescue in Alaska.

Submitting a Training Request: At least 45 days prior to the proposed course date, the requesting organization should complete an online Request for Training Funds form for review. Once submitted the request will automatically be emailed by the website to the ASARA President and the ASARA Treasurer.

Funding Decision: The President will distribute the request to the nine ASARA Directors for discussion and a funding decision. After review and a decision has been made by the Directors, the President will notify the requesting agency. Please allow up to two weeks to be notified of the Director's decision.

Reimbursement: Class costs are reimbursed by ASARA to the sponsoring organization or training agency after the training or workshop has been successfully completed. Please read the Funds Reimbursement Policy on the "Documents" page for further guidance on what information will be required before class costs can be reimbursed.

The following items are generally funded by ASARA:

- 1) Professional instructors fees
- 2) Instructors food, transportation and lodging
- 3) Facility rental
- 4) Equipment and supplies for each participant in an approved class
- 5) Certification and license fees (e.g. SAR Tech II certification)