

Fraternal Order of Police Crescent City Lodge #2

Member Training Program *Standing Rule*

The Fraternal Order of Police, Crescent City Lodge #2 (Lodge) has established a Member Training Program (Program) to provide financial assistance to Lodge members who are seeking to attend professional educational training and development courses (training). The Program shall be funded by an allocation of funds by motion at a General Membership meeting, or in a month where no General Membership meeting occurs, by motion of the Board of Directors. In the event that neither a General Membership meeting nor a meeting of the Board of Directors occurs in a given month, the Executive Board shall be able to authorize an allocation to the Program of not more than \$2,500.

General Program Rules:

1. The training shall be limited to law enforcement topics or other topics that directly relate to the member's job assignment, as detailed in their application.
2. The member shall provide documentation (email, interoffice memo, etc.) that the City denied the member's request to attend the training due to budgetary constraints or other reasons.
3. The maximum annual amount available under this Program is \$300 per Lodge member.
4. Eligible expenses include registration, lodging, travel, and per diem.
5. Training that occurs in the New Orleans metropolitan area is not eligible for lodging, travel expenses, or per diem.
6. Applications for financial assistance must be submitted in writing on the prescribed form and should include supporting documentation, where appropriate.
7. Applications for financial assistance must be submitted in advance of the training. Any application submitted less than two weeks in advance of the training may not allow ample time for review and approval.
8. Tradeshows, conventions, or expos where a minimal amount of training is conducted, and the training is incidental to organizational business are not eligible for funding by this Program.
9. Conferences, symposiums, and summits where the majority of the programming is educational in nature are eligible for funding by this Program.

The Lodge President and First Vice President shall appoint a committee to review the applications submitted for funding by this Program. The Member Training Committee shall have the authority to approve applications and authorize a payment of up to \$300 per Lodge member, per year, provided that funds exist within the authorized budget of the Program. The Chairperson of the Member Training Committee shall report on the Committee's activities, when appropriate, at General Membership or Board of Directors meetings.

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Member Training Program *Application*

Date of Application _____

Name _____ Cell Phone _____

Address _____

Email _____ Assignment _____

Title of Training _____

Date(s) of Training _____

Location of Training _____

Is there any other non-personal funding being provided for this training? (Department, Police Foundation, other sources) _____ Yes _____ No

If yes, please indicate the source of funding and the amount:

Will you be utilizing a departmental vehicle to travel to this training? _____ Yes _____ No

Training Costs:

Registration – \$ _____ Travel – \$ _____ Lodging – \$ _____

Number of days in travel status – _____ Per Diem – \$ _____ (\$30/day)

Total request – \$ _____ (not to exceed \$300)

Please provide a brief statement about why this training is important to your professional development.

Additionally, please attach the following supporting documents, where applicable:

- Training announcement or flyer
- Training schedule or agenda
- Travel and/or lodging expense estimates
- Documentation that the City denied the member's request for this training