

**Fox Valley Division, MWR, NMRA
Youth Fund Reimbursement
Policy & Procedure**

Purpose of the Youth Fund

The Midwest Region Youth Fund was established to promote the interest and participation of youth in the model railroad hobby. To promote the interest and participation, the following activities will be implemented:

- a. Youth model railroad clubs
- b. Boy Scout merit badge
- c. Rail school
- d. "Make and Take" projects

(For c and d, an adult must accompany each child)

Financial Support of the Youth Fund

Financial support will cover the following materials:

- a. Model kits at 100%
- b. Modeling materials at 100%
- c. Miscellaneous supplies at 100%
- d. Tools at 50%

Objective of the Policy

The objective of this policy is to define a procedure that must be followed by any member of the Fox Valley Division who will hold one of the above activities and wants a refund for material to be purchased for that activity from the Youth Fund.

Procedure

To obtain a reimbursement for materials purchased, one of the valid activities listed above must be held by the division member, and must be for one or more of the valid materials listed above. The following procedure will be followed:

1. Before the activity is held, the division member will present a written proposal of the activity to the Superintendent along with an estimate of the materials to be purchased.
2. The Superintendent will review the activity to determine if it is one of the valid activities of the Youth Fund.
3. If the activity is found to be valid, the Superintendent will present the activity to the Board of Directors. A motion will be made for the maximum amount of the reimbursement and voted on by the board members.
4. If the motion passes, the Superintendent will notify the member that he can hold the activity. The activity will be considered a division event and will be open for other division members to participate. If the motion fails, the Superintendent will notify the division member with the reason it failed.

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5. After the activity is held, the member will present to the Superintendent the following documentation:
 - a. A description of the activity, when the activity was held, where the activity was held, the number of participants (adult and youth) and the number of hours in planning and participating.
 - b. An accounting of the expenses for kits, materials supplies and tools.
 - c. A statement critiquing the activity from any non-division adults attending the activity, if available.
 - d. Any photographs, if available.
6. The documentation must be submitted 45 days prior to the next region board meeting.
7. At this point, the division can reimburse the member for the expenses from the division bank account. This will occur at the discretion of the Paymaster.
8. The division will submit a request with documentation for reimbursement to the Youth Fund Chairman. The reimbursement will be paid to the division. The request must be submitted 30 days prior to the next region board meeting.
9. When the division receives the payment, the money will be deposited in the division bank account. The division member will be reimbursed for his expenses if that has not already been done.
10. By the rules of the Youth Fund, the division will be limited to total payments of \$500 per year.