

## REIMBURSEMENT FORM – For Classes Taken Outside of OOPS

- Please fill out this form and email it along with your class receipt to both [Education@oopskayak.org](mailto:Education@oopskayak.org) and [Treasurer@oopskayak.org](mailto:Treasurer@oopskayak.org)
- Please fill out a separate form for each class you are submitting for reimbursement.

**IMPORTANT:** Reimbursement is time sensitive. You are eligible for reimbursement within 4 weeks of taking your course. Members are eligible for a 20% reimbursement rate for a total of \$200 per calendar year. Active TO's/Instructors and Board members are eligible for a 60% reimbursement rate for a total of \$300 per calendar year. TO's/Instructors must provide the dates of leading trips or instruction within the last 6 months.

	Fill-In Your Response in this Column
Your First and Last Name	
Today's Date	
Name of Class	
Name of Instructor(s)	
Date(s) the class was taught and you were a participant for the entire class.	
Cost of the class. This includes instruction only. (Costs for tips, housing, transportation, meals are not reimbursable)	
What is your Reimbursement Rate – <ul style="list-style-type: none"> <li>• Members = 20%</li> <li>• Active TO's and Board members = 60%</li> </ul>	
<u>For TO's and Instructors only:</u> Please list the dates of the last two single-day paddles or 6 hours of instruction you led with in the last 6 months.	
What amount of reimbursement are you requesting? (\$ class X .20 or .60 = reimbursement total)	
PayPal address or mailing address for sending your reimbursement	
Did you attach your receipt for paying for this class? Yes or No	

## GUIDELINES FOR REIMBURSEMENTS FOR CLASSES TAKEN OUTSIDE OF OOPS

(REVISED 12/08/2023)

### IN A NUTSHELL:

- 1) A general member, OOPS-approved trip organizer, instructor, or Board Member may request reimbursement for a portion of the cost of qualifying classes.
- 2) The request for reimbursement must be made to the Treasurer and the Education Director no later than four (4) weeks after taking the qualifying class.
- 3) Questions regarding whether a class qualifies for reimbursement should be addressed to the Education Director before you sign up for the class if getting the reimbursement is important to your decision to take the class.
- 4) General Members and inactive trip organizers or instructors must include a copy of their receipt with their request. (20% reimbursement rate, maximum \$200 per member per calendar year) See details below.
- 5) Active trip organizers or instructors must include the dates of two trips led, two classes taught, or one of each which were posted on the official OOPS calendar and include a minimum total of six hours of instruction or trips within 6 months prior to the qualifying class. (60% reimbursement rate, maximum \$300 per member per calendar year) See details below.
- 6) Current OOPS Board Members, in recognition of their service to OOPS, are eligible for reimbursement at the same rate as active trip organizers and instructors.

Email addresses you will need:

- Treasurer: [treasurer@oopskayak.org](mailto:treasurer@oopskayak.org)
- Education Director: [education@oopskayak.org](mailto:education@oopskayak.org)

### DETAILED DESCRIPTION

#### **Purpose of these reimbursements:**

- 1) Encourage increasing the skills of OOPS Trip Organizers and Instructors.
- 2) Encourage increased participation by Trip Organizers and Instructors in conducting trips and classes.
- 3) Encourage general members to increase skills and begin to participate as OOPS Trip Organizers and Instructors.

**Method:** A annual budget has been established to pay reimbursement to members requesting reimbursement for qualifying educational classes taken outside of OOPS. The budget is split into two, equal sections. The first section is designated for the months of January through June, the

second section is designated for the months of July through December. The purpose of the split is to disallow exhausting the annual budget prior to the end of the year (in other words, so members know that there may still be money in the budget for their requests throughout the year). Rollover of monies not spent in the first half of the year (January through June) is permissible. Rollover of monies not spent by the end of the calendar year is not permissible.

The program will be suspended when the funds for the January through June section of the budget are exhausted and will be reopened at the beginning of July, continuing until the July through December section of the budget funds are exhausted or December 31, whichever comes first.

An OOPS Trip Organizer, instructor, Board member or general member can be reimbursed for participating in a qualifying class\* taught or sponsored by OOPS-affiliated retailers/ outfitters.

Examples of OOPS-affiliated retailers/outfitters are (in alphabetical order) Alder Creek Kayak and Canoe, Body Boat Blade Int'l, Columbia River Kayaking, eNRG Kayaking, Kayak Academy, Next Adventure, Pacific Coastal Kayaking, Portland Kayak Company, and Sea Kayak Baja Mexico.

Reimbursements must be requested from the Treasurer and notification that a member has taken a qualifying class must be made to the Education Director no later than four (4) weeks after taking a qualifying class\*. Requests must include, completing the Reimbursement Form at, and a copy of the receipt showing the cost of the class after application of all gift certificates and any discounts (for example, the 10% OOPS discount offered by our OOPS-affiliated retailers/outfitters).

\*A qualifying class is an offering from our affiliated retailers/outfitters which has, as its goal, the education and improvement of kayaking skills (including navigation). It does not include a class which has, as its goal, constructing equipment (ex. paddles or kayaks). It does not include trips unless the trip is an integral part of the instruction, regardless of the sponsor. Further, it does not include meals or lodging or tips even if those are included in the fees for the class.

Questions regarding whether a class meets the requirements of being a “qualifying class” should be directed to the Education Director.

### **Reimbursement Rates:**

General members and inactive Trip Organizers or Instructors may request a reimbursement of 20% of the class cost after participation in a qualifying class. Members requesting this level of reimbursement must provide a copy of the receipt showing the cost of the class after application of all gift certificates and any discounts (for example, the 10% OOPS discount offered by our OOPS-affiliated retailers/outfitters). Active Trip Organizers, Active Instructors\*\*, and current OOPS Board Members may request a reimbursement of 60% of the cost of the class after participation in a qualifying class.

\*\*“Active Trip Organizers” and “Active Instructors” are defined to be OOPS-approved Trip Organizers or Instructors who have led at least 2 single-day trips, taught 2 classes or done one of each within 6 months prior to the qualifying class for which they are requesting reimbursement. The trips or classes must have been posted on the official OOPS calendar and include a minimum total of six hours of instruction or trips.

**Maximum Reimbursement Amount:**

The maximum amount, per person, to be reimbursed to General Members, inactive Trip Organizers, or inactive Instructors per calendar year is \$200.

The maximum amount, per person, to be reimbursed to active Trip Organizers and Instructors as defined above, and current OOPS Board Members per calendar year is \$300.