

AMC Boston 20's & 30's Financial Policy

Goal

To ensure the finances of the Appalachian Mountain Club Boston Chapter's 20's & 30's Committee (the committee) are allocated to provide the most support to the goal of the committee and to ensure that the committee remains fiscally sound in coming years.

General Finance Policies

Reimbursements

To request reimbursement:

1. Fill out the following Google form: <http://goo.gl/forms/hbH8Ypm2fD>
2. Scan or photograph your receipts and send them to the 20's & 30's Treasurer (current contact information found on the [20's and 30's Steering Committee page](#)). Treasurer will not accept physical receipts.

Reimbursement for amounts greater than or equal to \$100 should be approved in advance by the 20's & 30's Steering Committee. Written approval should be provided when requesting reimbursement.

With the exception of social expenses, which must always be pre-approved by the committee, reimbursements for less than \$100 may be approved after the expense has been incurred.

Deposits

To make a deposit either:

1. Send the money via Paypal to AMC.boston.community@gmail.com (please inform the treasurer when you do this)
OR
2. Contact the 20's & 30's Treasurer (current contact information found on the [20's and 30's Steering Committee page](#)) for instructions on where to send a check.

Social Events

Social event expenses, when pre-approved by the committee, may be reimbursed up to \$50 per program/per month provided the reimbursement does not exceed the cost of the event.

Events where the committee handles the collection of participant fees, reimbursement may be

up to the level of fees collected + \$50 provided the reimbursement does not exceed the cost of the event.

Programs/Trips

The AMC Boston 20's & 30's committee levies a fee of \$5/participant on all trips where more than \$50 is charged per participant. If the trip is cross-posted with another committee, the larger of the \$5 20's & 30's fee or the fee charged by the other committee should be built into the cost of the trip for each participant.

For trips where more than \$50 is charged per participant, AMC Boston 20's & 30's Committee follows a policy of setting participant costs such that Leader/Co-leader trip expenses are reimbursed at a 1:5 Leader:Participant ratio. Leader costs charged to participants will not exceed 20% of the participant cost on the trip, and will NOT include any compensation for Leaders beyond trip fees. Leaders are not eligible to be reimbursed for any personal costs that are not included in the trip fee (e.g. mileage to and from event location, personal meals and snacks).

After all trip expenses have been covered (excluding the added fee), if a surplus of funds is less than \$15 per participant, the money should automatically be donated to the 20's & 30's committee. For cross-posted trips, these excess funds should be split evenly between the two committees.

If the surplus exceeds \$15 per participant, \$5/participant should be sent to the 20's & 30's committee or split evenly between 20's & 30's and the committee that cross-posted the trip. For the remainder of the surplus, each participant should be given the option of receiving their portion of it or donating it to the committees where the trip was posted. Thus, the 20's & 30's committee will either receive all such donations or the donation will be split evenly between 20's & 30's and the committee that cross posted the trip.

Training Grants

To be considered for reimbursement a leader must:

1. Lead or co-lead two 20's & 30's front country or backcountry trips within the 12 months surrounding the course to be reimbursed.
2. Be a current member of the AMC.
3. Be a current co-leader or leader with Boston Chapter 20's & 30's Committee.
4. Have taken a Boston Chapter Leadership Program or a committee-approved substitute.

The following courses are approved for reimbursement:

- CPR;
- Wilderness First Aid (WFA), Advanced WFA, Wilderness First Responder, or Wilderness Emergency Medical Technician (Leaders may only be reimbursed for medical training

- every 2 years, consistent with SOLO certification recommendations);
- Map and Compass course operated by the AMC;
- Other courses run by AMC, such as Mountain Leadership, Winter School, and Avalanche Safety.

Other relevant courses and/or funding may be approved by the 20's & 30's Committee, provided the approval has been granted in advance of incurring the expense. Limits on reimbursement follow the chapter policy.

About This Document

The master copy of this document is held on a Boston Chapter 20's & 30's owned Google doc at:

https://docs.google.com/document/d/1DS6IFS47bG9LZbms-VH7IOIUpKEitQHHkFBp1ysj_ds/edit?usp=sharing

In the event of any discrepancies between the web version of the document and the Google doc version, the Google doc version should be considered the correct version.