



## Policies and Procedures

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## **Policies and Procedures**

### **1. General Policies and Procedures**

Section 1 contains policies and procedures which apply to the Flotilla and Membership and not specifically to a Flotilla Office.



## **Policies and Procedures**

### **1.1 Uniform Compensation Policy**

#### **POLICY:**

In order to assist and encourage new members into the U.S. Coast Guard Auxiliary Flotilla 15-10, a Uniform Compensation Policy is proposed. This policy is to assist new members in reimbursement for the initial cost of official and prescribed U.S. Coast Guard Auxiliary uniforms. The total reimbursement shall not exceed a total of \$150.00 per member during the course of his/her association with Flotilla 15-10.

Eligibility for reimbursement compensation shall be as follows:

1. The member shall be an active member of the U.S. Coast Guard Auxiliary Flotilla 15-10 for a minimum of twelve (12) months. After which, the member may submit a written request to the Flotilla for reimbursement. Such written request shall include a printed copy of proof of purchase, receipt or any other acceptable documentation for procured uniforms.
2. Reimbursement for uniforms shall be based on member activity and participation in U.S. Coast Guard Auxiliary as noted on monthly submitted 7029 forms.
3. If the member has successfully completed the following number of hours of service and/or activity within twelve (12) months of appointment, the member should be entitled to the assigned reimbursement schedule.
  - a) For 50-99 hours of service/activity, \$50.00 reimbursement.
  - b) For 100-149 hours of service/activity, \$100.00 reimbursement.
  - c) For 150 or more hours of service/activity, and/or attainment of certification as a VE, PV, PE, IT or Crew, \$150.00 reimbursement.

#### **PROCEDURES:**

1. The member may choose to submit for uniform reimbursement under this policy. If member chooses to do so, he/she must submit for reimbursement within thirty (30) days after becoming eligible for reimbursement.
2. The member shall submit a written request for uniform reimbursement to the FC with copy to the FSO-Treasurer.
3. The FSO-Treasurer shall verify member's eligibility and reimbursement status and report same to both FC and member.
4. The FSO-Treasurer shall report findings to general membership at next general Flotilla meeting. Motion and vote on request to be made at meeting.
5. If reimbursement approved, funds to be paid no later than within the first month of next fiscal Flotilla year, if funds have not already been budgeted.



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### **2. Dues-Fees Waiver Policy**

#### **POLICY:**

In order to recognize member contributions to the U.S. Coast Guard Auxiliary Flotilla 15-10 and other suitable recognition, a Dues and Fees Waiver Policy was proposed. This policy seeks to defray the cost of certain fees to members immediate family as well as active flotilla members who are enrolled in the USCG Academy or other recognized Auxiliary University Program. Additionally, the policy establishes a discount for BA classes given to members of Sea Scout Ship 1510 and other Ships within our District's AOR and to organizations providing facilities for conduction BA classes.

Eligibility for Dues and Fees waivers shall be as follows:

3. The immediate famiy member shall be the spouse or children of an active member of the U.S. Coast Guard Auxiliary Flotilla 15-10. Additionally, active members of any Flotilla within District 5NR. This benefit does not accrue to family members of an Auxiliary member not assigned to Flotilla 15-10
2. Members should be entitled to the following waivers.
  - a) Waiver of fees for BA classes for immediate family members of auxiliary members, members of other flotillas
  - b) Dues for flotilla members who are enrolled in CG Academy or authorized Auxiliary University Programs

Eligibility for Discounts shall be as follows:

1. Discounts to BA classes shall be provided to active Sea Scouts and Scout Leadersip within Ship 1510 as well as other Ships within District 15
2. Sea Scouts and Scout Leadership should be entitled to the following discount.
  - a) Reduction of BA Class fees to cover the cost of course materials/meals only. The discount does not accrue to family members of the Sea Scout.
3. Organizations, i.e., Marinas, Yacht Clubs, VFW and similar entities who provide space/facilities for conducting BA classes will be given two free student accomodations per season.

#### **PROCEDURES:**

6. Regarding BA classes, a member should advise the PE class registrar of the family members intent to register for a class. The registrar will make note in the class roster that the individual's fee has been waived.
7. Regarding member dues, the FSO-FN will refrain from sending a dues notice to any member meeting the educational institution requirements.



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8. Regarding Sea Scouts, the FSO-AS will advise the PE class registrar, who will make note in the class roster that the Sea Scout's fee has been reduced to an amount established by the FSO-AS, FSO-PE and accepted by the FSO-FN and approved by the FC/VFC.

This policy and or the amounts of benefit will be reviewed and re-adopted or cancelled by a Quorum of voting Members on an annual basis, to be conducted at the time Flotilla Standing Rules are re-authorized annually.



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### 3. Revision History

#### *Section 1 General Policies and Procedures*

##### **Record of Changes**

POLICY NUMBER	CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	ENTERED BY
1.0	NEW	XX/XX/2011		

**Table 1: Section 1 record of Changes**

#### *Section 2 Dues-Fees Waiver Policy*

##### **Record of Changes**

POLICY NUMBER	CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	ENTERED BY
2.0	NEW		XX/XX/2023	

**Table 2: Section 2 Record of Changes**