



Los Angeles Women Police Officers and Associates (LAWPOA) Training Reimbursement

Training Reimbursement Policy

With the approval of the Board of Directors and as guided by the established yearly budget, LAWPOA will sponsor training up to \$250.00 per request that will enhance the professional career goals of **members who have been in good standing for at least six months**. The training subsidy will be released to the member within two weeks upon presentation of paid receipts, a copy of the training agenda and completion of a short article written by the member indicating whether the training was a meaningful experience to the Chair of the Training Committee.

Procedures:

- Step one:* Complete the LAWPOA reimbursement application
- Step two:* Submit completed application and required documents to the LAWPOA (email or mail)
- Step three:* Upon LAWPOA Board approval, applicant will receive a reimbursement check
- Step four:* If applicable, publication of member's essay and/or member may provide training.

Training Pre-payment Policy

The Board of Directors may waive the prepayment rule, due to hardship. A member requesting a prepayment of training subsidy due to hardship shall submit request in writing to the Board of Directors for approval. Once approved, the prepayment waiver shall be communicated to the Treasurer as soon as possible. If the training was not completed within thirty (30) calendar days of the event, it shall be the responsibility of the recipient to reimburse said funds to LAWPOA.

Procedures:

- Step one:* Complete the LAWPOA reimbursement form and hardship letter
- Step two:* Submit completed application and required documents to LAWPOA (email or U.S. postal mail)
- Step three:* Upon Board approval, applicant will receive funding
- Step four:* Proof of completion of training and submit the required essay within thirty days of completing the training.

Note: LAWPOA's annual Training Symposium is excluded from reimbursement.

Los Angeles Women Police Officers and Associates (LAWPOA)
P.O. Box 862263
Los Angeles, CA 90086
lawpoa@ymail.com
213-288-9199