Curtis J. Cook Educational Fund

Mission:
The Curtis J. Cook Educational Assistance Fund (the 'CJC Fund' or 'Fund') is designed to assist active members of the Ponderosa Fire Department (PFD) to advance themselves and their education in the field of fire science and related disciplines.

Purpose
The purpose of the Fund is to assist individuals who have made the decision to support their community by voluntarily undertaking the hazardous and sometimes deadly endeavor of firefighting by helping them become safer thorough knowledge. Additionally, this fund is intended as a vehicle to promote active volunteerism in the PFD. This Fund will support active volunteer members who wish to take educational courses that will improve their knowledge and capabilities while in turn making them more valuable to PFD and consequently the community. Distributions from the Fund shall be directed toward that end. This Fund is not to be used as a replacement for fire department training. It is intended for education beyond that which is normally undertaken in the PFD. Examples of appropriate use of the Fund would be to help defer expenses for classes leading to an accredited degree program in fire science, or attending training for Emergency Medical Technician, or other certifications, although it is not required that the training lead to a certification or degree. This Fund would not be used to take a class on ventilation. It could however be used to attend an accredited fire academy in pursuit of certification in which ventilation is part of the curriculum. Use of money from the Fund must benefit the member who, in turn, must use that knowledge and skill to benefit the PFD.

Eligibility
To be eligible to receive support from the CJC Fund, the applicant must have been a volunteer member of the PFD for at least three consecutive years immediately preceding the request. During the last year prior to the request, the member must not have had a disciplinary comment made to his/her personnel file related to participation levels. Stipends are not considered a paid position for the purposes of this Fund's eligibility requirements.

Fund Committee
Upon the submission of a request for disbursement from the Fund, an Ad Hoc committee will be formed (the 'committee') to review the application and member eligibility. This committee will be comprised of 5 PFD members and be appointed by a chief officer and/or their designee. The committee will consist of the following: (The Chief Officer is an Ex-Officio member and the applicant cannot be a committee member).

- One (1) Chief Officer Coordinator
- The Station Captain of the applicants' home station.
- Three (3) department members, one from each station

The committee will decide if the education that member desires falls within the parameters and spirit of the Fund, they will determine if the member meets all applicable eligibility requirements of the Fund, and they will determine the level of funding that will be provided to the applicant using applicable Fund guidelines.

Funding Support

The financial support for The Fund will be submitted to the elected officers and the PVFA for approval. Some suggestions are:

- Donations
- Raffles
- A percentage of automatic alarm billings
- Some facility rental fees
- Grocery store benefits
- Sellables
- Others as appropriate and agreed to by the elected officers/PVFA
- Budgeting considerations – PFD/PVFA annual donation

Financial Control of the Fund

The Ponderosa Volunteer Fire Association Board of Directors (PVFA) or their designee will control the assets of the CJC Fund on a day-to-day basis. The PVFA shall also make changes as needed in the event they decide, by majority vote, that the overall direction of the Fund should change. As the directing entity of the Fund, the PVFA board will retain the ability to overturn the committee's determination by a majority vote. A special account will be established that is separate from other PFD accounts. The PVFA shall have the power to review the committee's decision for disbursement and make the final determination of the level of funding the individual applicants may receive based on Fund management requirements. The PVFA shall also have the power to resolve disputes relative to the committee's determinations.

Fund Disbursements and Fund Reimbursements

The monies disbursed from this Fund, and presented to members, are to be considered a 0% interest loan under normal circumstances. However, the committee retains the right to make a grant from the Fund as well. This option should be used on a limited basis, remembering that the Fund must remain available for as many people as possible.

Repayment Requirements

The minimum monthly repayment amount shall be $50.00 unless otherwise set by the Committee.
Payments may be made in $25.00 increments.
Failure to reimburse the Fund may result in legal remedies.

The Requesting Process

To request a disbursement from the Fund, a member must contact a Chief Officer or the office manager for the required paperwork. Upon filling out the required forms and providing the required documents, the applicant will return the package to the Fire Chief who will then form a committee as soon as feasible to review the application. The committee will provide a written report to the Fire Chief including the approval or denial of the request, as well as the reasons for the decision. This report will also include repayment requirements. In turn, the Fire Chief will advise the applicant of the committee's decision.

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APPLICATION FORM
Version 4/16/2004
Print legibly or type

Name _____ Member Since _____

Institution providing the training _____

Course being taken _____

Start and End date of course _____

Approximate cost of course(s) _____

The reason(s) I am requesting financial assistance from The CJC Fund (add additional sheets if needed):

_____

_____

_____

_____

_____

_____

How will this benefit PFD and the community? (add additional sheets if needed):

_____

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_____

_____

What level of assistance is being sought? (add additional sheets if needed):

_____

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_____

I may be required to provide training records and participation evidence as part of the application package. Also, I will provide any additional documentation relative to this request as needed by the committee.

I _____ attest that the above information is true and correct to the best of my knowledge, and that I agree to the existing policy document and Committee requirements as provided to me.

_____	_____
Signed	Date
_____	_____
Print Name	Date
_____	_____
Committee Approval	Date
_____	_____
Fire Chief Approval	Date
_____	_____
PVFA Agenda Item	Date