

**ADK-GFS Chapter  
Training Reimbursement Guidelines  
Approved 3/6/2024**

**Level 1**

**Pre-requisites:** Be a current chapter member

**Required Courses:**

- Leave No Trace Awareness Workshop
- Sexual Harassment Training

**Reimbursement Process:** Not applicable, these courses are offered online for free.

**Level 2 & Level 3**

**Level 2 Pre-requisites:**

- Level 1 courses
- Complete outings co-lead
- Be a current chapter member

**Level 2 - Required Courses:**

- Outdoor Leadership 101
- Map and Compass Fundamentals
- Basic First Aid

**Level 3 Pre-requisites:** Same as Level 2, plus must have led or co-led at least one outing within the past year (12-months).

**Level 3 - Required Courses:**

- Wilderness First Aid
- Leave No Trace Trainer (LNT Course: Level 1 Instructor Course)

**Reimbursement Process:**

- Leader (current or prospective) requests pre-approval from the chapter Outings Committee Chair or Chapter Chair to take the non-ADK provided course.
- If within budget, the chapter Outings Committee Chair or Chapter Chair can grant approval and notify the (current or prospective) leader.
  - Approval Criteria:
    - Leader has completed the prerequisites;
    - Course is identified by ADK as an approved equivalent;
- If the course reimbursement would be an unbudgeted expense:
  - And funds are still available in the reserve, chapter Outings Committee Chair or Chapter Chair requests Executive Committee approval before notifying the (current or prospective) leader.
  - Otherwise, chapter Outings Committee Chair or Chapter Chair requests ADK funding approval before notifying the (current or prospective) leader.
- The (current or prospective) leader registers, pays for, completes the course and submits the receipt and confirmation of completion to the Treasurer.
- The Treasurer confirms that the requested reimbursement was pre-approved and is properly supported then issues the reimbursement.

**Reimbursement Restrictions:** Reimbursement for non-ADK provided training should be limited to the cost of the course (Registration Fee).

**Documentation Requirement:** The course completion record (certificate) and receipt must be submitted to the Treasurer.