

# **AWS Puget Sound Section Welding Education Fund Policy**

Rev. 0, 2/6/08

## 1.0 Mission Statement

- 1.1 Establish a welding education funding program to benefit students and approved welding education programs in the State of Washington - primarily the Puget Sound region.

## 2.0 Administration of Funds

- 2.1 The Welding Education Fund shall be used for contributive funding to the following areas:
  - 2.1.1 Welding and fabrication equipment
  - 2.1.2 Welding consumables
  - 2.1.3 AWS Student Chapters, including AWS student membership fees
  - 2.1.4 Welding educational trips for students or welding instructors, including the annual AWS welding show.
  - 2.1.5 Other welding education related activities
- 2.2 AWS Section board members shall assist in championing the Welding Education Fund to local schools that have approved welding programs. Also targeting High Schools that may be interested in Technical Arts.
- 2.3 The AWS Puget Sound Section Chair shall appoint a Welding Education Fund Chair to administer the program.
- 2.4 The Welding Education Fund Chair and Section Business Secretary shall develop and maintain a spreadsheet, documenting all contributions and the award of funds.
- 2.5 The Welding Education Fund Chair and Scholarship Chair shall maintain a database of instructor contacts at each Institution where funds may be disbursed.
- 2.6 Funding requests shall be submitted, in writing, to the Welding Education Fund Chair. The request shall include the following information:
  - 2.6.1 An explanation of what the funds are planned for.
  - 2.6.2 The educational benefit obtained following receipt of approved funds.
- 2.7 A Welding Education Fund Committee shall be established and shall consist of three (3) past or present board members, including the Welding Education Fund Chair, as appointed by the Board. In addition to the three (3) past or present board members, the committee may include members from AWS student chapters.
- 2.8 The Welding Education Fund Chair shall have the Welding Education Fund Committee review each request. If the request is approved by the Committee, they shall seek approval by the AWS Puget Sound Section Board. Approval

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shall be based on availability of funding, the planned use of the funds, and the proposed educational benefit.

## 3.0 Marketing Letter for Contributions

3.1 The Welding Education Fund Chair shall send a marketing letter for contributions to prospective contributors annually. The letter should include a statement that AWS is a non-profit organization per IRS Section 501(c)3. The letter shall be approved by the AWS Puget Sound Section Board.

3.2 The Welding Education Fund Policy shall be sent to contributors upon request.

3.3 Section board members shall assist in finding prospective contributors and shall provide the Welding Education Fund Chair with contact names and addresses.

## 4.0 Welding Education Fund Donations

4.1 A Section Treasurer shall keep a record of all funds going into or coming out of the Fund. A separate account shall be established.

4.2 The Section Treasurer or Section Business Secretary shall send an annual statement to each contributor with the following information.

4.2.1 Amount of funds contributed for the calendar year.

4.2.2 Amount of funds disbursed in the contributor's name.

4.2.3 What colleges and high schools the funds were contributed to and the contribution amount(s).

4.1.4 Statement that AWS is a non-profit organization per IRS Section 501(c)3. All AWS sections are covered under the Federal IRS Exemption and Employer ID No. 13-0434890-N.

4.1.5 Welding Education Fund Policy

4.3 Upon donation, Contributor's shall have the option to specify whether their donation can be used for Technical Arts or Liberal Arts programs. If not specified, only funding for Technical Arts programs will be awarded.

## 5.0 Recognition of Contributors

5.1 The Section Chairman shall send a Letter of Appreciation to each contributor after the receipt of a contribution.

5.2 Contributors who contribute \$500 or more will receive recognition in the following monthly newsletter.

5.3 Contributors who contribute \$1000 or more per year will receive recognition in the monthly newsletter for the remainder of the year and receive an award plaque from the Section.