

- 8.1 **PLANS AND BUDGETS:** Each Region Advisor or Officer responsible for a program or training function shall prepare a proposed program for the year's activities, and if anticipating using any funds, shall include a budget identifying the sources (Region treasury, fees, contributions, other) and uses of all funds. The program and the budget shall be presented in person or by proxy, to the Board of Governors during the Region fall meeting. Unless more detail is required to describe some of the categories, the proposed program shall be delineated using the one-page Proposed Region Program Form.
- 8.2 **DIVISION ACTIVITIES:** Region Advisors shall identify and recommend their participation in anticipated or scheduled Division meetings, seminars, training clinics or similar events, which are expected to contribute to meeting Region objectives. The costs for participating in the Division activities will be estimated and any offsetting Division reimbursement requests will be included in the proposed budget. Region Advisor projections of Division activities may be estimates and cannot be expected to accurately predict unpublished plans or schedules of a Division Advisor.
- 8.3 **PROGRAM AND BUDGET AUTHORITY:** Upon receipt or notification of the Region approved or modified program and budget, Region Advisors and Officers shall carry out the program and follow the budget as approved or modified by the Board of Governors. Any mid-season program or budget modification requires approval by the Region Director prior to execution.
- 8.4 **ANNUAL REPORTS:** Region Advisors, Coordinators and Officers following an approved program shall prepare an annual report comparing accomplishments versus goals and expenses versus projected budgets for the year just ended and shall recommend program changes and budgets for the ensuing year. Unless more detail is required to describe some of the categories, the annual program summary report shall be written on the one-page Region Program Annual Report Form. Twelve copies of the written program and financial report shall be prepared for the Region Director and, upon direction, for distribution by the Region Recording Secretary to the Historian, the *DOWNHILL*, members of the Board of Governors and the originating Officer's, Coordinator's or Advisor's file. A short summary of this report shall be briefed, in person or by proxy, to the Board of Governors during the Region spring meeting.
- 8.5 **ADMINISTRATIVE BUDGETS AND REPORTS:** Region Advisors, Officers and Coordinators having staff support or Advisory responsibilities (*e.g.* Recording Secretary, Legal Advisor, Treasurer, Registrations Coordinator, etc.) not involving NSP educational programs, shall submit an annual budget if funds are required to carry out the responsibilities of the office. An annual report of noteworthy activities, recommendations for future actions, and expenses shall be submitted for the annual spring business meetings. Negative reports may be given by telephone to the supervising Region Officer.
- 8.6 **NON-EXPENDABLE EQUIPMENT:**<sup>16</sup> Any Region Advisor or Officer who buys or obtains non-expendable equipment for retention and use in an Ohio Region program shall make a record of the purchased item(s), including the cost or value, transaction date, any limitations on the use of the equipment and storage location. Copies of this record shall be sent to the Central Division Insurance Advisor for possible addition of coverage, added to the Advisor's inventory record, forwarded to the Region Director and also sent to the Assistant Region Director overseeing that Advisor.
- 8.7 **REIMBURSEMENT:**<sup>17</sup> Reimbursement from the Region for authorized expenses shall be claimed by expense vouchers.

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<sup>16</sup> *NSP Policies and Procedures* section 7.2.2.G "Special Arrangements for Acquisition of Equipment"

<sup>17</sup> *Ohio Region Operations Manual*, section 10, Financial Policies and Procedures, for more information about reimbursements.

- 8.8 **RECORDS:** Each Region Advisor, Coordinator, Chair, Administrator, or Officer shall maintain all records necessary for the proper program administration, equipment inventory control and financial accountability, and shall turn over those records to their successor within two weeks after that successor is appointed unless some other arrangement is made with the approval of the Region Director.
- 8.9 **COORDINATION AND SCHEDULES:** Each Region Advisor shall keep in close contact and communication with Division and Section counterparts, coordinating plans and activities. Region Advisors will provide calendar and registration information about their program areas to the *DOWNHILL* before the published deadlines.
- 8.10 **NSP AND DIVISION PROGRAM EXECUTION AUTHORITY:** Certain programs have policies and procedures imposed by higher authority within NSP (*e.g.*, Awards, OEC ), or by authority external to NSP (*e.g.*, Telecommunications). Ohio Region Advisors administering such programs are empowered and encouraged to prepare descriptions and clarifications of imposed policies and procedures and, without review and approval by the Ohio Region Board of Governors, to distribute them to affected Ohio Region line Officers and Advisors. They are not empowered to devise unique extensions of these policies and procedures within the Ohio Region without approval of the Region Board of Governors.
- 8.11 **COURSE COMPLETION RECORDS FOR SENIOR REQUIREMENTS OR ELECTIVES:** Advisors and Program Administrators responsible for conducting or overseeing courses and clinics designated as Senior Candidate Core Requirements or Electives must assure that the Instructor of Record files a NSP Course Completion Record form within 14 days after the completion date with the NSP National Office with copies to the Region and Division Advisor/Program Administrators and the Region Senior Program Administrator. (A courtesy copy should also be sent to each participating Instructor/Clinician and to the Patrol Director of each patrol represented by a course/clinic participant.) Senior Candidate records maintained by the Region Senior Program Administrator are use to administer the Senior program and prepare the Region Senior Award Certificates.