

- Recipients must confirm with FARA within 7 days of notification that they will be able to travel to the symposium. In the event a recipient fails to respond or is unable to use the funds, additional recipients may be selected.

General Conditions

- Recipients must submit written approval from their agency to attend the 2010 FARA Symposium with this application.
- Recipients must attend all FARA Training functions (or one of two sessions if they are concurrent) to be eligible for reimbursement by FARA.
- Recipient and recipient agency agree to allow FARA to use their agency name in press coverage as applicable.

Reimbursement Program Coverage

- Only pre-approved Airfare, Hotel, Gas, Training Registration Fee and Airport Parking expenses will be reimbursed.
- Meals are not included beyond lunches and breakfasts included in the symposium program.
- In order to enable as many recipients as possible to attend, recipients are urged to ask for coverage only for items that cannot be covered by other sources.
- Funds for airfare will be based on advanced purchase rates for discount carriers. These airfare amounts will be determined from research by the FARA Executive Director.

Criteria

It is FARA's goal to help as many people attend the symposium as possible. Because funds are limited, reimbursement will be awarded to achieve that goal according to the following criteria.

1. All recipients must be FARA Public Safety members in good standing.
2. Cost of reimbursement required for each attendee may be a determining factor.
3. First priority will be given to speakers and panelists necessary to conduct the symposium.
4. Second priority will be given to the first 5 new attendees who apply by the deadline.
5. Third priority will be based on leadership points earned by each individual applying for the reimbursement. Ways to earn points are listed in the Approved Activities section on Page 3. Points will be awarded for service in the previous 12 month period. Service prior to that will be used to break ties. Points will be awarded to applicants who can demonstrate at least six months longevity in a FARA leadership position.
6. Fourth priority will be given to applicants who are new to alarm management and earn points based upon a pledge to participate on a committee in 2010 and 2011.

Payment

- **Hotel:**
 - The FARA Executive Director will notify recipients of how many nights of lodging will be provided at the hotel.
 - If they confirm that they will be able to attend, they will be given a confirmation number for the reservation.
 - FARA will pay for the hotel rooms directly to the hotel.
- **Training Registration Fee:**
 - FARA will waive the training registration fee as appropriate.
- **Airfare, Gas, and Airport Parking:**
 - The FARA Executive Director will notify recipients of a not to exceed amount for Airfare, Gas, and/or Airport Parking as the reimbursements are awarded.
 - **Recipients are required to pay up front for expenses before they are reimbursed.**
 - Reimbursement will be sent to recipients after the symposium has concluded and within 15 days after receipts for pre-approved Airfare, Gas, and Airport Parking expenses have been submitted to the FARA Executive Director.
 - In the event the cost of Airfare, Gas and/or Airport Parking is less than the not to exceed amount, the recipient will only receive the actual cost.
 - In the event the cost of Airfare, Gas and/or Airport Parking is more than the not to exceed amount, the recipient will only receive the not to exceed amount.

Administration

The FARA Executive Director will administer the Symposium Reimbursement Program according to these Terms and Conditions and policies approved by the FARA Board of Directors.

Approved Activities

The following listed activities have been pre-approved for credit. Applicants may submit additional activities for consideration for credit to the FARA Executive Director. These requests will be considered on a case by case basis by the FARA Executive Director. In the event the applicant is not satisfied with the decision of the FARA Executive Director, the applicant may make a written request for the FARA Board to review the decision in care of the FARA Executive Director. Decisions of the FARA Board on the appeal are final.

Section 1: False Alarm Reduction Association Activities

FARA Activity Number	Activity Description	Number of Credits
1.1	Attend FARA Annual Conference Training session or Webinar	2 per hour
1.2	Attend FARA Board, Committee or Chapter Meeting	1 per hour
1.3	Chair FARA Committee Meeting	2 per hour
1.4	Write and submit an article for the FARA newsletter	5
1.5	Write and submit a brochure or bulletin for publication by FARA	15
1.6	Write and submit a manual or guide for publication by FARA	25
1.7	Revise and submit a brochure for publication by FARA	10
1.8	Revise and submit a manual or guide for publication by FARA	15

Section 2: Community and Alarm Industry Interaction

FARA Activity Number	Activity Description	Number of Credits
2.1	Attend an industry association (NBFAA, SIA, CSAA, CANASA or State Association) training course	2 per hour
2.2	Attend a police/alarm industry meeting in relation to alarms	1 per hour
2.3	Write and submit an article to an association or industry publication or a local paper	10
2.4	Serve on a state alarm licensing board	2 per hour
2.5	Attend a state alarm licensing board meeting	1 per hour
2.6	Implement licensing of alarm companies and/or employees	15
2.7	Develop a presentation or class on false alarms, your program, false alarm prevention, crime prevention or security assessment directed at community, public safety and/or industry	5 per hour of class time
2.8	Revise a presentation or class on false alarms, your program, false alarm prevention, crime prevention or security assessment directed at community, public safety and/or industry	4 per hour of class time
2.9	Teach a presentation or class on false alarms, your program, false alarm prevention, crime prevention or security assessment to community, public safety and/or industry	3 per hour of class time

Section 3: Local Jurisdictions

FARA Activity Number	Activity Description	Number of Credits
3.1	Testify before a governmental council, board, agency, task force or committee	15
3.2	Attend a CPTED class, conflict resolution or instructor development course	1 per hour
3.3	Complete and publish a new and improved false alarm ordinance	10
3.4	Implement a new policy for your department resulting in improved methods of false alarm reduction	15
3.5	Prepare an RFP for an alarm unit computer system	10
3.6	Prepare an analysis of vendor proposals for an alarm unit computer system	10
3.7	Create a standard operating procedure manual for the alarm unit	15
3.8	Publish an annual report of your department's false alarm reduction activities	10

Agreement to Terms

On behalf of my agency, I agree to the terms and conditions as outlined in this Symposium Reimbursement application:

Signature: _____

Date: _____

Printed name/Title _____