

PA/ADA Education Subsidies Guidelines

PA/ADA Mission Statement:

Parkland Area Alberta Dressage Association's mission is to promote and increase involvement in the sport of dressage in central Alberta through:

- Rider development through clinics and other educational events
- Public education and outreach to increase awareness of dressage
- Increase participation in dressage through the provision of accessible local shows and education

Scope of review:

To review, update and clarify the Education Subsidies program, and associated volunteer requirements, to make it fair and effective, in alignment with PA/ADA's Mission Statement.

The goal of this review is to publish guidelines for the Education Subsidies program, so it is transparent and easy for PA/ADA members to understand and the PA/ADA Board of Directors to implement.

NOT included in this review scope: Junior and senior rider scholarships, year-end awards, volunteer draw box, PA/ADA sponsorship of events and development of annual program budgets.

Purpose of the Education Subsidies Program:

The purpose of the Education Subsidies Program is to:

- provide financial support to members who actively engage in dressage lessons and clinics
- encourage volunteer support to enable PA/ADA organized events to be successfully executed
- encourage participation in the sport of dressage, that is in alignment with PA/ADA's Mission Statement

Who can apply:

PA/ADA members in good standing who have attended the required number (as per Education Subsidy form) of dressage riding clinics and/or lessons and have volunteered a minimum of 4 hours at a qualifying PA/ADA event and/or a combination of qualifying events.

Participants in PA/ADA sponsored clinics, where the club has provided financial support to lessen clinic costs to its members, may not claim these same costs under the Education Subsidy Program. This is because participants have already benefited from PA/ADA financial assistance and getting a reduced arena fee plus claiming subsidy funds for the same clinic is "double dipping". However, applicable volunteer hours may be claimed, if the clinic is a qualifying event.

Volunteer hours worked to offset a mandatory volunteer fee at a PA/ADA and/or National show cannot be claimed under the Education Subsidy Program.

What qualifies as a PA/ADA "event" for volunteer hours?

Volunteer hours claimed under the Education Subsidy program must fill an identified need during the organization or execution of a qualifying PA/ADA event. An "event" is a planned occasion/activity that happens at a given time and place.

Involvement in an event as a participant or observer cannot be claimed as volunteer hours. A qualifying “Volunteer activity” must support an identified need.

Ongoing volunteer commitments, such as Board Member duties are not an “event” and therefore cannot be claimed under the Education Subsidy Program.

Volunteers are also eligible to enter or participate in prize draws, or other opportunities, if available.

Activities that qualify for volunteer hours under the Education Subsidy Program:

- PA/ADA organized shows and clinics, (may include dressage, western dressage, working equitation and/or other dressage-based sports)
- Mane Event and/or other public outreach activities
- Dressage demos and/or talks
- ADA activities which PA/ADA is required to support (i.e. Casino)
- Other activities, in alignment with the PA/ADA Mission Statement, as approved by the Board of Directors

Activities that do not qualify for volunteer hours under the Education Subsidy program:

- Non-dressage related events (not in alignment with PA/ADA Mission)
- Events held outside of central Alberta (not in alignment with PA/ADA Mission)
- Positions on the Board of Directors (not an event)
- Selling or buying fundraising merchandise (not an event, not in alignment with PA/ADA Mission)
- Hours worked to offset the volunteer fee at shows (“double dipping”)
- Attending a PA/ADA event (not filling an identified volunteer need)
- Private clinics and shows (not PA/ADA events)
- Activities that do not align with the PA/ADA Mission Statement

Although supporting/organizing a non-PA/ADA event cannot be claimed as volunteer hours, attendees may claim their clinic fees under the Education Subsidy as a clinic participant.

For situations not already covered by the lists above, the PA/ADA Board of Directors will consider the applicability of volunteer hours on a case by case basis.

Application Process:

- **Education Subsidy Applications must be submitted by November 15 of each year.** Late entries will **NOT** be accepted
- The Education Subsidy Representative will review all applications and present questions and/or discrepancies to the Board of Directors for resolution
- Applicants will have one week to respond to questions or requests for additional information
- All Education Subsidies must be paid by December 31 in the year they are applied for

Additional Information:

- PA/ADA or its’ Executive is not obligated to pay out any subsidy funding
- The PA/ADA Board of Directors will set the total Education Subsidy budget annually, depending on the club’s financial situation

- Education Subsidies will be provided up to a maximum of \$250 per person, per year, depending on available funds
- Applicants must certify they have completed the requisite volunteer hours and attended the lessons and/or clinics claimed and that the information they have provided is correct and accurate
- **It is the volunteer's responsibility to verify the hours worked with the event organizer and have their Education Subsidy forms signed before submission.** PA/ADA riders are encouraged to carry their lesson and clinic subsidy claim forms with them throughout the year to ensure their forms are verified and signed promptly
- Applicants should submit original, signed forms and are encouraged to keep copies for their own records
- The PA/ADA Board of Directors retains the right to make decisions regarding the Education Subsidy Program. Decisions are final. There is no appeal process.

Contact the Education Subsidy Representative with questions about the Education Subsidy Program.