



# WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS

Affiliated with the National Institute of Governmental Purchasing, Inc. (NIGP)

## REWARD\$ PROGRAM & POLICIES

### I. Program Goals

- A. This program will reward WAPP members who participate in the WAPP and NIGP organizations and their activities.
- B. It is intended that this program provide incentive to WAPP members to enhance their public purchasing knowledge and supplement their professional development efforts.

### II. Program Funding

- A. Funds for the program will be come from WAPP resources.
- B. No more than twenty (20), **\$150** grants will be awarded each year in January and the number of such grants is contingent upon overall organizational resources and needs as determined by the WAPP Executive Committee (EC).

### III. Participant Qualifications and Rewards Program Rules

- A. Any participant must be a WAPP member in good standing to accumulate points. Points may be accumulated upon payment of membership fees; they will not be retroactive. Further, participants must renew their membership no later than March 1<sup>st</sup> of the following year in which they apply for and receive any funding under the program.
- B. Points will be awarded for each allowable activity they engage in during a given year, as specified in Article VII (Schedule of Rewards Program Activities and Points).
- C. A grant may be used for any of the activities identified in Article VII.

### IV. Rewards Program Exceptions and Restrictions

- A. Points may not be carried forward to a new year.
- B. Grants may be used to cover lodging but not meals or travel expenses.
- C. Grants cannot be used for CPPB and CPPO testing applications or recertification costs.
- D. Funds must be used within the same calendar year granted unless a scheduled activity is cancelled. In that case an extension may be granted at the discretion of the EC.
- E. Points, and any grant received as a result, are not transferable to another person.
- F. A participant may receive no more than one grant per year.

## V. Application for Rewards Program Grants

- A. An Application for Rewards Form must be completed and submitted by the participant and received by the Vice President of WAPP no later than December 31<sup>st</sup> of each year. Supporting documentation must be submitted with the application and reflect allowed activity for the period of January 1 through December 31. The date(s) of such activity must be evident on supporting documentation).
- B. Application data will be compiled and confirmed by the WAPP Vice President and presented to the EC for consideration.
- C. Only activities claimed on the application and approved by the EC will be used to determine total points accumulated for a participant.
- D. Up to twenty Rewards Program grants will be awarded each year, based upon the highest cumulative score(s) of 50 and above on submitted applications and available funds.
- E. If the value of all twenty grants exceeds, in the opinion of the EC, the funds available for the Rewards Program, grants will be made to those individuals with the highest cumulative points to the extent that the total amount to be granted does not exceed funds available. In the event of a tie for the last grant to be given, names will be drawn from a hat.
- F. Recipients of grants under the Rewards program will be notified by January 31<sup>st</sup> of the year following the year in which application was submitted. Note: Grants awarded under the Rewards Program will be announced at each March meeting to further promote the Rewards Program.

## VI. Redemption

- A. A Redemption Request Form, along with appropriate documentation must be submitted to the Vice President of WAPP. Please allow two weeks for your request to be processed.
- B. Payment may take the form of reimbursement (to the extent of the grant) to the payer (participant or employer) for a Rewards allowable activity already completed. Or, it may take the form of advance payment (to the extent of the grant) for the allowed activity. In the former case, the participant must provide with the Redemption Request, proof of payment and attendance at the allowed event. In the latter case, the Redemption Request Form must be accompanied by a complete description of the activity contemplated.
- C. Failure to provide required post activity documentation for payment made by WAPP in advance will require reimbursement to WAPP from the grantee. Failure to make such reimbursement will result in revocation of eligibility for future Rewards Program participation and may jeopardize the participant's membership in WAPP.
- D. If the cost of the approved activity is greater than the Rewards Program grant amount, it shall be the responsibility of the recipient (or their employer) to pay any difference. If the cost is less, the recipient may, until the end of the year in which the grant was awarded, use the balance until the entire amount of the grant is expended.
- E. All Rewards Program funds that are not expended by the end of the calendar year they were granted will remain in the Rewards Program fund, unless an extension for use of the funds is granted by the EC to the grantee.

**VII. Schedule of Allowed Rewards Program Activities and Points**

	POINTS PER ACTIVITY	MAX POINTS ALLOWED (PER YEAR)
<b>CONFERENCES, MEETINGS, SEMINARS, WORKSHOPS, EDUCATION AND TRAINING:</b>		
Attend WAPP Expo (Full Expo Attendance)	10	10
Attend WAPP Expo (Expo only)	5	5
Secure Vendor for WAPP Expo (1 point per First Time Vendor)	1	Unlimited
Refer First Time Attendee (1 point per First Time Attendee)	1	Unlimited
Attend general WAPP conference (Max 3/year)	5	15
Attend NIGP sponsored 1-day class	5	Unlimited
Attend NIGP sponsored 2+ day class	10	Unlimited
Attend related Purchasing class/webinar less than 1 day (Subject to EC Approval)	2	Unlimited
Attend Annual NIGP Forum	10	10

	POINTS PER ACTIVITY	MAX POINTS ALLOWED (PER YEAR)
<b>LEADERSHIP AND PRESENTATIONS</b>		
Host a WAPP conference (Up to 3 Lead hosts - Max 2/year)	20	40
Presenter/Speaker/Facilitator/Moderator at any WAPP Purchasing meeting or related Purchasing event (Max 2/yr)	10	20
Organize a WAPP educational seminar or training (Max 2/year)	15	30
WAPP Executive Committee Member	15	15
Active Committee Chair as Determined by Executive Committee (Max 2/year)	10	20
Active Committee Member as Determined by Committee Chair (Max 2/year)	5	10

	POINTS PER ACTIVITY	MAX POINTS ALLOWED (PER YEAR)
<b>SERVICE</b>		
Assist in hosting WAPP conference (Organizing events, taking registrations – Max 2/yr)	5	10
Sponsor a new WAPP member (Max 3/yr)	5	15
<b>AWARDS AND RECOGNITION</b>		
Presidents Award	5	5
<b>MEMBERSHIPS</b>		
Members who have current CPPB or CPPO (given each year certification is current) Note: Members in 2010 w/CPM certification will be given an exemption	5	5
New/Renew WAPP membership	5	5
New/Renew NIGP membership	5	5