



**Metro West Building Officials Association**  
P.O. Box 1373  
Westborough, MA 01581



## MWBOA GUIDE LINE POLICY FOR EDUCATIONAL STIPENDS

This program shall go into effect on July 1, 2020, as voted on by the MWBOA Board of Directors on February 11, 2020.

A fifteen hundred dollar (\$1,500) amount shall be set aside per calendar year if available.

A stipend of five hundred dollars (\$500) will be awarded to no more than three candidates (3) per calendar year.

If the full amount of stipend has not been awarded in a calendar year the remaining funds shall transfer to the following year and the treasurer shall make up only the difference to fifteen hundred dollars (\$1500) for the new calendar year.

Stipend shall not be awarded for two (2) consecutive years to any single applicant. This is to allow for a greater number of members to take advantage of the program.

The Board of Directors or their assigns shall accept, review, and determine the type of program to meet eligibility or other merits and take a vote on the stipend application.

The applicant must meet the following conditions to be considered:

- Applicant is enrolled in an eligible program in order to apply for a stipend.
- Applicant is a member in good standing, membership dues are current and is employed by a municipality.
- Application is made to the Board no less than forty-five (45) days prior to scheduled event or allowed by Board on a case by case basis.
- Application includes accountability of program cost such as travel, lodging, and meals in addition to cost of program enrollment. Reimbursement is contingent upon insufficient municipal resources to attend educational training.
- Upon completion of the program and within 90 days provide a verbal narrative to the membership at a monthly meeting in order to share the knowledge and experience of the program.
- Stipend will be paid to the applicant after all requirements are met and after the presentation to the membership.