

Policy No 2024-26

Adopted: _____

POLICY OF ANDERSON ISLAND HISTORICAL SOCIETY

FOR THE REIMBURSEMENT FOR DAMAGE TO PERSONAL PROPERTY.

PURPOSE: The purpose of this policy is to determine if reimbursement of damaged personal property is warranted.

Background: While performing official tasks at the AIHS Johnson Farm, volunteers shall use equipment belonging to the AIHS whenever possible; however, It is understood that from time to time it may be necessary for volunteers to use their own personal equipment to perform the tasks. AIHS may reimburse AIHS members for costs incurred due to damage of their personal property while working on approved projects at the Johnson Farm site or when transporting equipment for farm projects.

Conditions for reimbursement:

Reimbursement for Repair or replacement of damaged personal equipment shall be solely at the discretion of the AIHS Board.

The AIHS Board will determine the amount of reimbursement, if any.

Damage to personal property must have occurred while being used in normally accepted practice of the equipment and on an approved AIHS project.

If reimbursement is approved by the board, such reimbursement shall not exceed the lesser cost of repair or replacement of the damaged equipment.

In order to be reimbursed, a Request for Reimbursement must be submitted to the AIHS Board and shall contain the following information:

The owner of the personal property

A description of the project being worked on when the personal property damage occurred

A description of the damage to the personal property,

How the damage occurred,

Date of occurrence,

Verified cost for repair or replacement of the personal equipment.

Amount of reimbursement requested.

Adopted by the Board of Directors of AIHS Date: _____

Robert Bedoll, President