

## **NEFL C.O.P.S. Request For Assistance (RFA) Information**

If you would like to request financial assistance for National Police Week (NPW) or flights to a Survivor Weekend or Camp, please follow NEFL C.O.P.S. Standard Operating Procedure:

The RFA form must be turned into a NEFL C.O.P.S. board member before the National C.O.P.S. deadline for the event (i.e. March 30 is the deadline for National Police Week, or at the close of registration for the Survivor Weekends and Camps which is usually at least 30 days before a Survivor Weekend or Camp starts.)

The executive board members will vote on the RFA's after they are received and before the retreat starts.

If you have been approved/denied, you will receive notice via email.

Upon return from the event, receipts for airfare and hotel must be sent to the treasurer. All receipts should be submitted within 30 days of the end of the event.

In order to receive funds from NEFL C.O.P.S., you must attend the C.O.P.S. events in their entirety.

For National Police Week, you must attend the Survivor Conference on both May 14th and 16th to receive reimbursement. It is the responsibility of the requester to check in on both those days with their NEFL C.O.P.S. board member.

Flights are reimbursed up to \$700 per person for all HOP and NPW.

Hotels for NPW are reimbursed up to \$250 per night, for 5 nights – one room per household. Hotels for Survivor Weekends and Camps may be reimbursed for 1 night before the start of the event, only if the timeline for checking in is in conflict with the ability to fly the day of the Survivor Weekend or Camp.