

**FLORIDA ENGINEERING SOCIETY  
ADMINISTRATIVE POLICY (AP No. 38C)**

**FINANCING LIVE OR DISTANCE LEARNING EVENTS SPONSORED BY A SOCIETY  
COMMITTEE OR PRACTICE SECTION**

The following policy is adopted as a guideline to those who are responsible for planning and conducting seminars sponsored by Society committees or practice sections.

When planning live or distance learning events, Practice Sections or Society committees shall establish a participant registration fee that is sufficient to reimburse the Society for its costs of administrative support, unless otherwise approved in advance by the Board of Directors or the Executive Committee.

FES shall charge \$10 per person per approved Chapter sponsored and administered learning events to cover FES staff expenses associated with PDH approval and recording.

Approved by the FES Board of Directors  
June 12, 1981

Amended by the FES Board of Directors  
August 1, 1991

Reaffirmed by the FES Board of Directors  
September 21, 1995  
July 29, 1999

Amended by the FES Board of Directors  
November 7, 2008

Amended by the FES Board of Directors  
June 11, 2010