

# CCARC Equipment Loan Policy

**1. PURPOSE:** The Clark County Amateur Radio Club (CCARC) has some radio equipment from purchases and donations. The purpose of this program is to put the equipment to use and educate the members on what features they might desire on a purchase.

It provides a means for current members to borrow equipment before purchase. It also exercises the equipment instead of it languishing in storage and maybe not working when brought out.

## **2. POLICY:**

- A. The Equipment Loaner Program (ELP) is a means to provide current club members with a working amateur radio to try on their antenna and home station. The only security required is a signature attesting that they will return what is loaned in good condition.
- B. The equipment loan agreement for each item on loan must be maintained by the coordinator and archived on Drop Box. A blank equipment loan form is an addendum to this policy.
- C. The administration of this policy is being done by the Technical Director but could be delegated to any responsible club member by the Technical Director.
- D. There are three basic terms of loan:
  - a. Short term, 3 months.
  - b. Long term, 6 months.
  - c. Variable by situation. Some equipment is only required at ARRL Field Day and could be used by a club member for the other 11 months.

## **3. IMPLEMENTATION:**

- A. An inventory of equipment available for loan should be maintained by the designated coordinator.
- B. When a member requests a loan, the coordinator creates the specific paperwork and arranges exchange. Copies of the loan documents shall be updated on Drop Box.
- C. Long term equipment loans should be verified every 3 months to verify current possession.