

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 Document relating to this is the loan agreement, detailing the equipment in question to replacement value and the expected return date. Pictures should be included with the document.
- 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 kept by the administrator of the ELP.
- B. When a member requests a loan the Administrator creates the specific paperwork and arranges exchange of the equipment for the completed documents.
- C. Long term equipment should be verified on at 3 month intervals.

Approved August 30, 2017 by the CCARC Board of Directors