



WI Land+Water Conservation Association TRAINING SCHOLARSHIP FUND

Background

A Wisconsin Training Scholarship Fund was created in 1998 with the goal of helping land conservation department staff achieve their professional improvement and leadership development goals. The fund is based on the realization that there are many workshops, conferences, and other training opportunities, and although they may be valuable, are not supported by traditional funding sources. As a result, the costs of attending such events lie solely with the employee.

This scholarship is designed to help cover the expenses of WI Land+Water members who would otherwise be unable to afford professional improvement and leadership training programs. The scholarship provides a means for WI Land+Water to give back to its individual members, while at the same time benefitting WI Land+Water and counties by allowing supervisors and employees to glean new and innovative information or learn valuable leadership qualities.

Funding

Funding for this training scholarship program is provided for in the WI Land+Water annual budget. Revenue from the annual raffle (or other fundraiser) held at the annual conference will be used as the base source of funding for the scholarship program. If necessary, the WI Land+Water Board then appropriates additional dollars to increase the scholarship program funding to the approved budgeted amount. All unused funds are returned to the general fund at the end of the WI Land+Water budget cycle (December 31st). In addition, any awarded scholarship monies must be utilized by the applicant within the WI Land+Water budget cycle in which the training event takes place.

Administration

The Professional Improvement Committee (PIC) is responsible for the administration of the WI Land+Water Training Scholarship Program. The WI Land+Water Operations Manager acts as the official Board liaison to this committee. The PIC is responsible for the following tasks:

- Create, review, and uphold guidelines that articulate the eligibility and application review criteria for the WI Land+Water Scholarship Program.
- Create, review and otherwise maintain a WI Land+Water Training Scholarship Application Form. The PIC also ensures that the availability of the scholarship funds are advertised and made readily available to the WI Land+Water membership; and,
- Review and take action on submitted applications.

WI Land+Water TRAINING SCHOLARSHIP GUIDELINES

ELIGIBILITY

- An official WI Land+Water scholarship application form must be completed in full and submitted to the WI Land+Water PIC Chair or his/her designee and Vice Chair no later than ten (10) business days prior to the scheduled training event. Exceptions may be allowed under certain circumstances.
- The applicant must be a member in good standing of WI Land+Water. An individual is considered a member in good standing if they have paid an individual membership fee or their county has paid membership dues in full.
- Scholarships will not be awarded for events where funding is provided by traditional fund sources (e.g. LCD, DATCP, DNR, UWEX, WI Land+Water, NRCS). The annual WI Land+Water Conference is not considered an eligible event.
- The applicant must submit a written report to the PIC Chair or his/her designee within 30 calendar days following the training event in order to receive reimbursement. The written report must include a brief description of each/all session(s) attended and will be shared with WI Land+Water members. Based on the WI Land+Water members' response to the written report, the PIC may request the applicant to speak or provide a presentation regarding the training event.
- The compensation rate is 100% of eligible expenses including registration fees/tuition, meals offered at the conference, and lodging for events greater than 50 miles from the applicant's office. Travel expenses, including mileage, are excluded from eligible expenses.
- A maximum of \$350 may be awarded per applicant. One scholarship may be awarded per applicant per WI Land+Water budget cycle. Funds are awarded on a first-come, first-serve basis until the WI Land+Water budget line item for scholarships is utilized in full during the budget cycle.
- The applicant must utilize the appropriated scholarship monies within the WI Land+Water budget cycle in which the training event takes place.
- The purpose for the event for which the applicant is applying must be for professional development (not to fulfill coursework toward a degree) and/or leadership development, and may include workshops, higher education courses, conferences, etc. The annual WI Land+Water Conference is not an eligible function. Applicants are encouraged to attend training events in Wisconsin and the surrounding states; however, if the applicant provides an explanation that comparable training is not available in Wisconsin, Minnesota, Michigan, Illinois, or Iowa, the PIC may consider other states as eligible.

APPLICATION CONTENTS

- Name and address of applicant; county and position of employment or title; years as a WI Land+Water, and former WALCE, member in good standing.
- A description of the function for which financial assistance is requested, including a copy of the registration and agenda information indicating the session(s)/course(s) the applicant plans to attend, why the applicant proposes to attend and how it could benefit their county and/or WI Land+Water in general.
- Past, current, or planned future professional and leadership contributions to WI Land+Water, and former WALCE.
- Detailed description of where funding will be obtained for participation, including potential WI Land+Water funding. Provide accounting of expenses, i.e. registration fee, lodging, meals.
- Details about how the information or skills gained will be contributed back to WI Land+Water.
- LCD employees are required to obtain their supervisor's signature on the application. County Conservationists and LCC Supervisors are exempt from this requirement.

APPLICATION REVIEW

- The WI Land+Water PIC Chair or his/her designee (or PIC Vice Chair if Chair/designee is unavailable) will review each application to determine the conformity of the applicant and the application to these scholarship guidelines. If the application is complete, the PIC Chair/designee or Vice Chair will forward the application to the PIC voting members (PIC advisors will be copied) for action (approval, denial, or request for more information). Approvals or denials will be based on the PIC majority vote. The PIC reserves the right to make exceptions to these guidelines when necessary. In special cases, the PIC's decision may need to be subjective. A decision or request for more information will be completed within ten (10) business days from the date the application was received.
- The PIC will provide an explanation when an application has been denied. A copy of PIC approved scholarship applications will be sent to the WI Land+Water Operations Manager for budget tracking.
- A PIC approved application, receipt of the applicant's written report by the PIC Chair/designee (or Vice Chair), and submittal of the WI Land+Water Scholarship Expense Sheet accompanied by receipts will be considered authorization for the WI Land+Water Operations Manager to make appropriate reimbursement to either the applicant or County as directed on the Expense Sheet.

WI Land+Water TRAINING SCHOLARSHIP APPLICATION FORM

Items I-III of this application must be completed and submitted to the WI Land+Water PIC Chair or his/her designee and Vice Chair at least ten (10) business days prior to the scheduled event in order to be considered for approval. Please review the attached guidelines for eligibility and other scholarship information. Attach additional sheets of paper if necessary to finish answering any questions.

I. Personal Information:

Name:

First

Last

County:

Phone:

Title:

Address:

Years as a WI Land+Water (and former WALCE) Member:

Email Address:

II. Description of Training Event and WI Land+Water Activities:

1. Briefly describe training event/function for which financial assistance is being requested. List name of the event, location, dates and target audience. **Attach a copy of registration and agenda information, indicating the session(s)/course(s) you plan to attend.**

2. Describe **in detail** why you would like to attend this event and how the things you learn will benefit you, your county and/or WI Land+Water:

3. Please describe your past, current, or intended future contributions to WI Land+Water (other than membership dues):

4. In addition to a possible WI Land+Water Scholarship, what other sources of funding will be used for you to attend this event? Please provide accounting of expenses, i.e. registration, lodging, meals.

Please note:

A written report, summarizing the information or ideas learned from the event, including a brief description of each/all session(s) attended must be submitted to the PIC Chair or his/her designee within 30 calendar days following the training event in order to receive reimbursement.

III. Requested Funding Amount:

Total estimated cost of attendance: \$ _____

Requested Scholarship amount: \$
(Not to exceed \$350)

I hereby certify that the information provided on this application is true and correct and any and all scholarship funds I receive will be used for the expressed purposes of the WI Land+Water Scholarship Fund Program. If approved, I will submit original receipts and a Scholarship Expense Sheet (page 5) to the PIC Chair or his/her designee and WI Land+Water Operations Manager.

Submitted by: _____
Applicant's Signature Date

_____ Date
Department Head Signature
(LCC Supervisors are exempt)

IV. Reviewed for Eligibility - **For official use only**

Reviewed by: _____ Date
WI Land+Water PIC Chair/designee or Vice Chair

_____ Eligible _____ Ineligible

V. Approval or Denial - **For official use only**

The WI Land+Water Professional Improvement Committee has reviewed this application.

The committee has approved/denied this application.

Signed by: _____ Date
WI Land+Water PIC Chair/designee or Vice Chair

Date report received: _____

If this application is approved and a written report and the Scholarship Expense Sheet is received by the PIC Chair or his/her designee, this serves as authorization for the WI Land+Water Operations Manager to make the requested reimbursement to either the applicant or the County, as directed on the Scholarship Expense Sheet, in accordance with this application and scholarship guidelines.

Approval Received by WI Land+Water Operations Manager on: _____

Check Issue Date: _____

WI Land+Water Operations Manager Signature: _____

If this application is denied, please see the attached explanation.

Staple receipts here, face up

WI LAND+WATER CONSERVATION ASSOCIATION SCHOLARSHIP EXPENSE SHEET

NAME: _____

Table with 7 columns: DATE, PURPOSE OF TRIP, TO, FROM, LODGING (for events > 50 miles), REGISTRATION, Total Per Day. The table contains 5 empty rows for data entry.

I certify that this claim for \$ _____ is true and correct and that no portion of this claim has been or will be paid by employer or through other sources. Please make reimbursement check payable to: _____. Proper documentation/receipts are attached.

Signature of Claimant Date

I certify that I have reviewed this scholarship claim and find it to be reasonable and in accordance with the applicable scholarship reimbursement guidelines.

Net Amount Due Signature of WI Land+Water Operations Manager Date

Please note: In order to receive reimbursement, the written report must be received from the applicant within 30 days of the training event by the PIC Chair or his/her designee.