

UAACCE SCHOLARSHIP GUIDELINES

The Utah Association for Adult, Community, and Continuing Education Association (UAACCE) is pleased to announce the availability of a limited number of scholarships for its members. These scholarship funds are generated by UAACCE fundraising activities. The purpose of these scholarships is to help members attend selected conferences, workshops, courses, or site visits that will help them become more effective in their jobs. The following guidelines apply:

1. Scholarship applications are accepted on an ongoing basis and are subject to approval by the UAACCE Board of Directors before funds are distributed. The Board meets monthly, generally on the second Friday of each month.
2. Applications for scholarship funds must be received at least two weeks (14 days) prior to the UAACCE Board meeting immediately preceding the proposed activity; Board approval must be obtained before the activity or travel takes place.
3. Scholarships are available in any amount up to a maximum of \$450.
4. Scholarship applicants must be UAACCE members in good standing; financial need may be considered in making scholarship decisions.
5. Members may receive a maximum of one scholarship during any three-year period.
6. Applicants must locate and arrange their own registration and make all other necessary travel, lodging, and food arrangements for the duration of their planned scholarship experience.
7. Scholarship recipients must provide a written report of the event attended to the UAACCE Board.
8. Scholarship funds are provided as a reimbursement of actual expenditures (see Scholarship Reimbursement Process).

To apply, complete the reverse side of this form and submit to:

Nate Southerland, Chairperson
UAACCE Scholarship Committee
101 Wasatch Dr, Rm. 215
Salt Lake City, UT 84112
Phone: 801.581.4194
Fax: 801.585.6105
nate@uen.org

SCHOLARSHIP REIMBURSEMENT PROCESS

Scholarship funds will be reimbursed to the participant up to the amount of the approved award after the approved experience. The payment will be based on the submission of a brief written report and documentation of actual out-of-pocket expenses. This documentation must be submitted within two weeks of the conclusion of the activity.

Receipts for airfare (when appropriate), lodging, meals, registration fees, ground transportation (taxi, shuttle, bus, parking, etc.) are required.

If mileage reimbursement is requested, it will be paid at the rate of 31 cents per mile or the cost of airfare, whichever is less.

Costs of extra tours and side trips arranged prior to or after the conferences, workshops, or site visits are not eligible for reimbursement.

UAACCE SCHOLARSHIP APPLICATION

Type or print all information.

Name Telephone (_____) Date of Application

Mailing Address City State Zip

Current Position State Agency/Department/Office

SCHOLARSHIP PLANS

Please limit responses to the space provided.

1. Describe your job responsibilities in relation to adult, community, or continuing education.

2. Describe the conference, workshop, course, or site visit you wish to participate in. Attach a copy of any brochures, agendas, or other explanatory materials about this experience.

Conference/Activity Name Location Dates

Activity Description:

3. How will your participation in this activity help you become more effective in your job roles?

PROJECTED COSTS

Provide specific details about the cost of the planned experience. Be as exact as possible and note how you will cover the projected cost above the amount of the scholarship.

Airfare and or Mileage \$ _____
Registration Fee \$ _____
Lodging \$ _____
Meals \$ _____
Other Miscellaneous Costs \$ _____

Total Projected Costs \$ _____
Total Requested Scholarship \$ _____
Balance of Funds needed, if any* \$ _____

**Please note source(s) of balance needed*