



## **NPI Annual Conference Scholarship Program**

### **Eligibility and Requirements**

- All members of NPI in good standing at time of application are eligible
- Award recipients must commit to one of the following volunteer opportunities:
  - Registration desk assistance (one hour per day, minimum)
  - Session moderation (one session per day, minimum)
    - Certificates for volunteer hours will be provided for use in certification and recertification

### **Budget**

- Up to \$3,000 annually
  - Amount of funding established in annual budget process

### **Scholarships Available:**

- Multiple scholarships of up to \$1,000 each for conference attendance and related expenses
- Number of scholarships awarded dependent on annual available funds

### **Examples of Registration Fees and Reimbursable Expenses:**

- Full conference registration
- Airfare in accordance with Travel Policy
- Hotel room nights at host hotel in accordance with Travel Policy

### **Application:**

- Type of registration requested
- Travel expenses requested, type and not to exceed amount (i.e. airfare, hotel)
- Completed application form including:
  - Description of benefit to applicant
  - Description of benefit to applicant's staff and peers
  - Conference volunteer commitment

### **Review and Approval:**

- Professional Development Committee is responsible for review and approval
- Deadline for receipt of applications is June 1 of each year
- Award announcements will be made on or before June 15 of each year
- Partial funding or full funding of individual applications may be approved, as deemed appropriate and as funds are available, at the Committee's discretion
- Professional Development Committee Chair is responsible for notifying applicants and Executive Director of results of review
- Professional Development Committee Chair is responsible for providing copy of approved application to Executive Director for reimbursement reconciliation

### **Award Reimbursement:**

- Applicant completes and submits the Payment and Reimbursement Request Form



**Conference Scholarship Program Application**

**Application Due Date: June 1, 2019**

**Submit completed application to Christina Pryor at christina.pryor@chandleraz.gov**

<b>Applicant Information</b> <b>Name:</b> <b>Title:</b> <b>Agency:</b> <b>Address:</b> <b>Telephone:</b> <b>Email:</b>	
<b>Are you a first time applicant for a scholarship through NPI?</b>	
<b>How long have you been a member of NPI?</b>	
<b>Have you served on NPI Teams and Committees? If so, for how long?</b>	
<b>Are you an AEP Award recipient?</b>	
<b>What commitment will you make to volunteer at the conference?</b> <ul style="list-style-type: none"> <li>▪ Registration desk assistance (one hour per day, minimum), or</li> <li>▪ Session moderation (one session per day, minimum)</li> </ul> <b>State commitment:</b>	
<b>Describe the benefit of attending the Conference to you.</b>	
<b>Describe the benefit of attending the Conference to your staff and peers.</b>	
<b>Amount of request</b>	<b>\$</b>
<b>Description of expense</b>	