

WALCE TRAINING SCHOLARSHIP FUND

Background

The WALCE Training Scholarship Fund was created in 1998 with the goal of helping WALCE members 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, 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.

To that end, this scholarship is designed to help cover the expenses of WALCE members who would otherwise be unable to afford these professional improvement and leadership training programs. The scholarship provides a means for the association to give back to its individual members, while at the same time benefitting the Association and local departments by allowing employees to glean new and innovative information or learn valuable leadership qualities.

Funding

Funding for this training scholarship program is provided for in the WALCE 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 WALCE 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 WALCE budget cycle (March 31st). In addition, any awarded scholarship monies must be utilized by the applicant within the WALCE budget cycle.

Administration

As part of the re-organization, the Professional Improvement Committee (PIC) is responsible for the administration of the WALCE Training Scholarship Program. The WALCE Treasurer acts as the official Board liaison to this committee. The committee is responsible for the following tasks:

- Create, review, and uphold guidelines that articulate the eligibility and application review criteria for the WALCE Scholarship Program (page 2). All guidelines shall be consistent with the Training Scholarships section of the WALCE Policy Manual, adopted 2/03/06, amended 8/2/06 and 09/10/09;
- Create, review and otherwise maintain a WALCE Training Scholarship Application Form (pages 3 and 4). The committee also ensures that the availability of the scholarship funds are advertised and made readily available to the WALCE membership; and,
- Review and take action on submitted applications.

WALCE TRAINING SCHOLARSHIP GUIDELINES

ELIGIBILITY

- An official WALCE scholarship application form must be completed in full and submitted to the WALCE PIC Chair 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 WALCE. An individual is considered a “member in good standing” if they have paid their membership dues for at least the past two (2) years.
- Scholarships will not be awarded for events where funding is provided by traditional fund sources (e.g. LCD, DATCP, DNR, UWEX, WLWCA, NRCS). The annual WALCE Professional Improvement Conference is not considered an eligible event.
- The applicant must submit a written report to the PIC Chair within 30 calendar days of 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 WALCE members. Based on the WALCE members’ response to the written report, the PIC may request the applicant to speak or provide a presentation regarding the training event at the annual WALCE conference.
- 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. Payment will be made in accordance with Section IV of the WALCE Policy and Procedures Manual. Travel expenses, including mileage, are excluded from eligible expenses.
- A maximum of \$500 may be awarded per applicant per event, with a maximum of \$1,000 to be awarded per applicant per WALCE budget cycle. Funds are awarded on a first-come, first-serve basis until the WALCE budget line item for scholarships is utilized in full during the budget cycle.
- The applicant must utilize the appropriated scholarship monies within the respective WALCE budget cycle.
- 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 WALCE Professional Improvement Conference is not an eligible function. Eligible training is limited to Wisconsin and the surrounding states (Minnesota, Michigan, Illinois, and Iowa).

APPLICATION CONTENTS

- Name and address of applicant; county and position of employment; years as a WALCE member in good standing.
- A description of the function for which financial assistance is requested, why the applicant proposes to attend and how it could benefit their county and/or the Association in general.
- Past, current, or planned future professional and leadership contributions to WALCE.
- Detailed description of where funding will be obtained for participation, including potential WALCE funding.
- Details about how the information or skills gained will be contributed back to the Association.

APPLICATION REVIEW

- The WALCE PIC Chair (or PIC Vice Chair if Chair 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 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 decisions 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 per the WALCE Policy Manual.
- The PIC will provide an explanation when an application has been denied. A copy of PIC approved scholarship applications will be sent to the WALCE Treasurer for budget tracking.
- PIC approved applications will be considered authorization for the WALCE Treasurer to make appropriate reimbursement to the applicant. However, the Treasurer will not reimburse the applicant until the applicant submits the written report to the PIC Chair, and a completed WALCE Scholarship Expense Sheet is received by the Treasurer.

WALCE TRAINING SCHOLARSHIP APPLICATION FORM

Items I-III of this application must be completed and submitted to the WALCE PIC Chair 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 of Employment:

Phone:

Position Title:

Address:

Years as a WALCE Member:

Email Address:

II. Description of Training Event and WALCE Activities:

1. Briefly describe training event/function for which financial assistance is being requested. List name of conference, location, dates and target audience. **Attach a copy of registration and agenda information.**

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 the WALCE organization:

3. Please describe your past, current, or intended future contributions to the WALCE organization (other than membership dues):

4. In addition to a possible WALCE Scholarship, what other sources of funding will be used for you to attend this event?

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 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 \$500)

I hereby certify that the information I provided on this application is true and correct and that any and all scholarship funds I receive will be used for the expressed purposes of the WALCE Scholarship Fund Program. If approved, I will submit receipts and a Scholarship Expense Sheet (page 5).

Submitted by: _____
Applicant's Signature Date

Supervisor's Signature Date

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

Reviewed by: _____
WALCE PIC Chair or Vice Chair Date
_____ Eligible _____ Ineligible

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

The WALCE Professional Improvement Committee has reviewed this application.

The committee has approved/denied this application.

Signed by: _____
WALCE PIC Chair or Vice Chair Date

Date report received on: _____

If this application is approved and a report received by the PIC Chair, this serves as authorization for the WALCE Treasurer to make the requested payment in accordance with this application, scholarship guidelines and the WALCE Policy Manual:

Approval Received by WALCE Treasurer on: _____

Check Issue Date: _____

WALCE Treasurer Signature: _____

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

Staple receipts
here, face up

**WISCONSIN ASSOCIATION OF LAND CONSERVATION EMPLOYEES
SCHOLARSHIP EXPENSE SHEET**

NAME: _____

DATE	PURPOSE OF TRIP	TO	FROM	LODGING	REGISTRATION (for events > 50 miles)	Total Per Day

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.

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 policy.

Net Amount Due

Signature of Treasurer

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.