



# 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 training fund 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 benefiting 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. Currently, the allocated amount for this line item is \$3,000.00. 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. The WALCE Board then appropriates additional dollars to this budget item to bring it up to the \$3,000.00 amount. All unused funds are rolled back into the general fund at end of WALCE budget cycle (March 31). 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 Travel & Compensation section and Training Scholarships section of the WALCE Policy Manual, adopted 02/03/06, amended 8/2/06;
- 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 scholarship application form must be completed in full and submitted to the WALCE PIC Chair and Vice Chair no later than ten 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 years.
- Scholarships will not be awarded for events where funding is provided by traditional training 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 within 30 days of the training event. The written report 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, travel, meals and boarding. Payment will be made in accordance with the WALCE Policy & Procedures Manual.
- 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 of the event for which the applicant is applying must be for professional improvement (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 additional information). Approvals or denials will be based on the PIC majority vote. The Professional Improvement Committee 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 business days from the date the application was received per the WALCE Policy Manual.
- The Professional Improvement Committee will provide an explanation when an application has been denied.
- PIC approved applications will be considered authorization for the WALCE Treasurer to make appropriate payment to the applicant.



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, must be submitted to the PIC within 30 days following the training event.

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 WALCE Travel Expense Sheet (page 5).

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's signature

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

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_ Eligible \_\_\_ Ineligible \_\_\_  
WALCE PIC Chair or Vice Chair

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: \_\_\_\_\_ Date \_\_\_\_\_  
PIC Chair or Vice Chair

**If this application is approved**, 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's Signature: \_\_\_\_\_

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

Staple receipts  
here, face up

## WISCONSIN ASSOCIATION OF LAND CONSERVATION EMPLOYEES TRAVEL EXPENSE SHEET

NAME: \_\_\_\_\_

Please Print

DATE	BUSINESS Purpose of trip	ITINERARY		MILES	TRAVEL			MEALS			REGISTRATION AND OTHER ALLOWABLE EXPENSES		TOTAL CLAIMED FOR DAY
		TO	FROM		FARE	LODGING	BKFST	LUNCH	DINNER	ITEM	AMOUNT		

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.	TOTAL MILEAGE:
Signature of Claimant Date	TOTAL OTHER COSTS:
I certify that I have reviewed this travel claim and find it to be reasonable and in accordance with the applicable reimbursement policy.	NET AMOUNT DUE:
Signature of Treasurer/Secretary Date	