

Northern Lights Library Network

Continuing Education Scholarship Program

Northern Lights Library Network endorses career development and enhanced library service by supporting library staff and library board member participation in continuing education programs and events. Scholarships are intended to provide supplemental funds for continuing education and will be awarded as an incentive for individual growth and development in the ability to provide improved library services in the NLLN region.

Policies and Procedures

1. The NLLN scholarship program's policy, guidelines, and budget will be set by the NLLN Governing Board.
2. Scholarships are available to all employees of NLLN member libraries. Special consideration for inclusion will be given to teachers, board members and others who are working with library programs and request scholarship funds. Eligibility will be determined by the Scholarship Committee.
3. Applications will be reviewed and acted upon by the NLLN Scholarship Committee working with NLLN staff.
4. Applicants are eligible for up to 3 scholarships in a fiscal year, for a total amount not to exceed \$500.00. Scholarships will be awarded as long as funds are available.
5. Scholarships are awarded to individuals only and are paid out as reimbursement after the event for expenses directly incurred by the applicant. No third party payments are made.
6. Scholarships may be used for the following purposes:
 - a. Registration/tuition fees
 - b. Lodging
 - c. Meals
 - d. Transportation [Mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage]
 - e. Parking

- f. Cost of a substitute to cover while applicant is at an event (applicant must have paid the cost of a substitute before requesting reimbursement).
 - g. Required books/publications.
7. Requirements for reimbursement of approved expenses include:
- a. Receipts are required for all expenses, except mileage (submit total number of miles for reimbursement at the IRS rate). Receipts must be for expenses incurred by the applicant.
 - b. Keep a copy of scholarship application. Reimbursement requests should be submitted using the scholarship form that was approved prior to the event. Complete the column listed as: "Amount requested for Reimbursement" at the time of returning receipts.
 - c. Recipients will submit a 100-350 word signed article to NLLN about the event they attended. The article should include a review of the event and/or highlights of what was learned and will be useful on the job and should be submitted with the reimbursement request.
 - d. If possible, submit the article in electronic format to rsolie@nlln.org via email.
 - e. Scholarship reports are posted on the NLLN website.
 - f. Receipts and article must be received by the NLLN Office within thirty (30) days of the completion of the event. If required materials are not received on time, the scholarship award will not be paid out.
 - g. The scholarship recipient is responsible for requesting reimbursement for all expenses. The check will be made payable only to that person.
 - h. Recipients may be asked to share their experience with other NLLN members at continuing education and staff development events in the region.
8. Scholarship applications will be reviewed by the NLLN Scholarship Committee and should be submitted at least 14 days in advance of the event. Applicants will be notified by email of the action taken on their application.

If you have questions about this scholarship program
or need assistance in completing the process,
please contact the NLLN Office at
1-800-450-1032 or rsolie@nlln.org