

Northern Lights Library Network (NLLN) Continuing Education Scholarship Guidelines

Northern Lights Library Network is a cooperative network of members in academic, public, school, and special libraries in 23 counties of North-central, North-west and West-central Minnesota who work at the grassroots level to bring together all types of libraries and collections in the region to discover, enhance, and share resources through administrative, technological, and educational support.

Northern Lights Library Network supports career development and library service by funding library staff and library board member participation in continuing education programs and events. Continuing education scholarships provide supplemental funds for continuing education and will be awarded as incentive for individual growth and development in order to enhance library services throughout the NLLN region.

CONTINUING EDUCATION SCHOLARSHIP GUIDELINES

1. The NLLN scholarship program's policy, guidelines, and budget are established by the NLLN Governing Board.
2. Scholarships are available to all employees of NLLN member libraries.*
3. Scholarships may be used for the following purposes: Registration or tuition; Lodging; Meals; Transportation (mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage); Parking; Required books or educational materials; Cost of a substitute to cover while applicant is at an event (applicant must have paid the cost of a substitute before requesting reimbursement).
4. All applications will be reviewed and acted upon by *NLLN's Education Committee*.
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. 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.
7. All scholarship applications must be received and approved prior to engaging in the events and activities to be funded.

Requirements for Reimbursement of Approved Expenses

1. 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.
2. 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.

* A library staff member may invite teachers, board members and others from his or her institution to apply, if the following requirements are met: The individual is attending an event with the library staff member for purposes of strengthening collaborative planning. Applicants will be asked to include a description of the intended collaboration with the scholarship application. No more than two teachers or other personnel from a single institution will receive NLLN scholarships per continuing education event. *Guidelines approved by the NLLN Governing Board October 19, 2013.*

3. Recipients must submit a 150-350 word signed report to NLLN about the event they attended. The report should include a review of the event, or highlights of what was learned that will be useful on the job, and should be submitted with the reimbursement request.
4. Submit the report in electronic format to _____ via email.
5. Scholarship reports are posted on the NLLN website.
6. Receipts and report 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.
7. The scholarship recipient is responsible for requesting reimbursement for all expenses. The check will be made payable only to that person.
8. Recipients may be asked to share their experience with other NLLN members at continuing education and staff development events in the region.
9. Scholarship applications will be reviewed by the NLLN Education Committee and should be submitted at least 14 days in advance of the event. All applicants must submit and receive approval before the events take place. Applicants will be notified by email of the action taken on their application.

*Submit the application materials in electronic format to Kathy.Enger@nlln.org via email.
Questions: About this scholarship program or in need assistance? Please contact the NLLN
Office at 1-800-450-1032 or Kathy.Enger@nlln.org.*

Northern Lights Library Network (NLLN)
Continuing Education Scholarship Application

Date of Application:

1. Applicant name, position title, employer, library or library affiliate, address, email, telephone and fax number. If you are not a librarian, include the name and email address of your partner library employee and describe how attendance will benefit your collaboration.

2. Describe training event, including dates and location. Attach description of event, if available (brochure or agenda).

3. Please describe how attending this event will benefit you and impact the people you serve.

Projected Expenses: Complete the Expense Table that follows. Receipts and Report required within 30 Days of completion of event to receive payment.

Name: _____

Address: _____

Name of Event: _____ Date of Event: _____

Expense Category	Estimated Total Cost	<u>Proposed</u> Amount Requested for Reimbursement	<u>Actual Amount</u> requested for reimbursement. Complete this column when submitting receipts for reimbursement.	<u>Office Use:</u> Amount approved
Registration Tuition				
Transportation: Number of Miles				
Lodging				
Meals				
Parking				
Required Materials				
Other				
TOTAL				

Mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage. 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. Have you received an NLLN scholarship already this year? ____ Yes ____ No

6. If yes, please list the date and amount received: _____ \$ _____

Signature & Date: _____

Office Use - Date Approved: _____ Date Notified: _____

Date Receipts Received: _____ Date Report Received: _____

Date Reimbursement Approved: _____ Signature: _____

Amount paid: _____ Check Number: _____ Date: _____