

Indiana Urban Forest Council

Continuing Education Scholarship Guidelines

The Indiana Urban Forest Council is pleased to offer continuing educational scholarships to **current IUFC members who have been paid members** (as an individual, non-profit, government entity, or corporation) of **IUFC for over a calendar year.**

- Funds can be used to attend local, state, or national seminars or conferences.
- Preference is given to members who have not previously received an educational scholarship from IUFC.
- A member can receive funds only once per calendar year.
- To request funds:
Complete the Scholarship Application Form and mail it – along with a conference brochure or schedule of events to:

Indiana Urban Forest Council
P.O Box 409
Carmel, IN 46082

- Please allow up to 10 business days for a reply.
The Indiana Urban Council Executive Committee will review applications.
- The scholarship recipient will pay all expenses up front.
- Up to \$500.00 of expenses may be covered. No financial match is required. Allowable expenses are conference registration (no side trips or special conference package trips), lodging, and round-trip transportation (airfare or mileage at \$0.55 per mile per 2009 IRS guidelines, shuttle from airport to conference center.) Meals and car rental are not included.
- Those awarded a scholarship will be notified of the amount by mail. Enclosed with this letter will be an *in-kind form* to be submitted when reimbursement is requested. The *in-kind form* will document time and travel expenses and will be used by IUFC as match to support the IUFC Continuing Education Scholarship Grant which underwrites this project.
- After attending the event, the scholarship recipient is to mail to IUFC at the above address:
 - receipts indicating date and place (*no receipt, no reimbursement*)
 - an agenda of the conference with attended sessions highlighted
 - the completed in-kind form
- Request for reimbursement of expenses must be submitted within 10 business days of the event completion.
- Recipients are requested to share the information gathered from the seminar or conference through a written or oral presentation. Examples include: Speaking at an IUFC meeting, writing an article for the Communicator, creating a presentation for the traveling display or any other acceptable presentation material.

If you have any questions, please contact: Ashley R. Mulis, Executive Director
Phone: 1-317-489-8775
Email: director@iufc.org
www.iufc.org

The IUFC continuing education scholarship program is funded through the IUFC 2008 urban forestry grant from the Indiana DNR, Division of Forestry, Community and Urban Forestry program via USDA Forest Service funds.

Indiana Urban Forest Council

Continuing Education Scholarship Application

submit with conference brochure or schedule of events to

Ashley R. Mulis, Executive Director
Indiana Urban Forest Council
P.O. Box 409
Carmel, IN 46082

Name/Title: _____

Organization: _____

Address: _____

Phone/Fax: _____

Email: _____

Have you ever received IUFC educational funds? YES or NO
If YES, when? _____

What conference/seminar will you be attending? *(Please attach a program of the event)*

What urban forestry topics will you be attending at the event? _____

Amount being requested: \$ _____ for the following:

Transportation: \$ _____ Lodging: \$ _____ Registration: \$ _____

How will you use the information you receive from the event? _____

What is the best way for you to share the information from the conference with IUFC:

Presentation _____ Article _____ Display _____ Other _____

IUFC Office Use Only:

Approval: President _____ Vice-President _____ Secretary _____ Treasurer _____

Letter Sent: _____ Receipts Received _____ Marked Agenda Received _____ In-Kind Form Received _____ Reimbursed _____

Agreed Upon Plan of Sharing: