

# Indiana Urban Forest Council

## Continuing Education Scholarship Guidelines

2013-2014

The Indiana Urban Forest Council is pleased to offer continuing educational scholarships to **current IUFC members**.

- 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 email it – along with a link to the conference brochure or schedule of events to Holly Jones at [director@iufc.org](mailto:director@iufc.org)
- 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 email. 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 scan and email to IUFC:
  - receipts indicating date and place (*no receipt, no reimbursement*)
  - an agenda of the conference with attended sessions highlighted
  - the completed & signed 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 Canopy, creating a presentation for the traveling display or any other acceptable presentation material.

If you have any questions, please contact: Holly Jones, Executive Director  
Phone: 1-317-517-9180  
Email: [director@iufc.org](mailto:director@iufc.org)  
[www.iufc.org](http://www.iufc.org)

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

*reviewed annually by the Board of Directors*

# Indiana Urban Forest Council

## *Continuing Education Scholarship Application*

*Please submit with conference brochure or schedule of events to:*

Holly Jones  
director@IUFC.org

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 \_\_\_\_\_

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**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: