

ELDER R. HERRING MEMORIAL FOUNDATION GRANT PROGRAM

The Elder R. Herring Memorial Foundation of the Ohio Chapter IAWP has established a scholarship fund to enable members to obtain the additional education and training needed to further their advancement in their profession.

Eligibility

Basic eligibility requires membership in IAWP for a minimum period of two consecutive years, up to and including the current year in which the course or class is taken and membership dues are paid.

Grants are available to an individual during the calendar year (Jan. - Dec.). Additional courses may be approved in the same calendar year period, if maximum benefits have not been used. Separate applications must be submitted for each course.

Application

An application, provided for the purpose, must be completed by the applicant and forwarded to the Elder R. Herring Memorial Foundation no later than sixty (60) days following completion of the course work for which the application has been made. It should be directed to the current chair. **(See Chapter Organization)**

Training Institute

The facility offering the training requested must be an accredited training institution.

Course

The Foundation will approve those courses and seminars that contribute to a more effective job performance, or prepares applicant for advancement. Retired Ohio Chapter members may be eligible for personal improvement courses if all other criteria are met.

Class Schedule

Classes must be schedule outside of regular working hours or on previously approved leave time.

Expenses COVERED by Grant

- *Tuition*
- *Registration Fees*
- *Cost of Textbooks*
- *Cost of tools, instruments, uniforms, equipment, and miscellaneous supplies students are required to provide. (Documentation must be submitted for these costs to be covered.)*
- *IAWP Professional Development Book(s). Documentation includes: receipt for book(s) and successful test(s) completion. (See **Expenses below**)*

Expenses NOT COVERED by Grant

- Travel to and from the school
- Any penalty for late payment of fees or withdrawal/cancellation of class/seminar.
- Any amount paid by any other entity (Example: Workforce Development)

Reimbursement of Training

Reimbursement of expenses will be the actual costs up to the maximum of \$150.00 per year.

Payment of grant is contingent upon the trainee's successful completion of the course.

Expenses

The trainee will pay the cost and be reimbursed out of the Foundation Fund upon submission of the following to the Foundation...

1. Photocopy of grades, certificate, diploma, or any other evidence of successful completion provided by the training institution.
2. Receipts for payment of tuition, textbooks, fees, and for miscellaneous supplies and equipment.
3. Proof of requirement for miscellaneous costs provided by the training institution.
4. IAWP Professional Development Program, books will be reimbursed only if associated test is successfully passed within one year after book(s) purchase. No reimbursement for test(s).

Revised 5/2000

PRINT OUT AND COMPLETE THE FOLLOWING APPLICATION. SEND TO THE E. R. HERRING CHAIR LISTED UNDER CHAPTER ORGANIZATION OR CONTACT ANY BOARD MEMBER FOR INFORMATION.

**OHIO CHAPTER IAWP
ELDER R. HERRING MEMORIAL FOUNDATION GRANT APPLICATION**

Applicant Information

Name	Date
Home Address	
Dept/Local Office	
Office Telephone Number	
Job Title	
IAWP Member Since	

Course Information

Name Of School/Provider	
Address Of School/Provider	
Course Title	
Course Start Date	Course End Date
Class Schedule	SUN MON TUES WED THURS FRI SAT
Time (From/To)	

Applicant's Statement

Explain how requested training accurately contributes to effective job performance or preparation for advancement.

Training Costs

Tuition	\$
Registration Fees	\$
Books	\$
Miscellaneous Costs (Explain Below)	\$
Paid By Other Sources (Minus)	\$
Total Payment Requested	\$

Signature Applicant's

Committee Action

Date Grant Received	Receipts	Proof of Completion	Verify Membership
Last Grant Received	Approved	Amount	Denied

Reason for Denial

E.R. Herring Chair Signature