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## Prairilands Continuing Education (CE) Scholarship \$400 Quarterly Scholarship Guidelines for FY23-24

Prairilands endorses career development by supporting members who wish to attend continuing education and professional programs in library/media or other job-related fields. Scholarship funds will be awarded as an incentive for individual growth and development. Member staff may receive 1 (one) scholarship each quarter of the fiscal year. The fiscal year quarters are:

- Quarter 1, July – September
  - Quarter 2, October – December
  - Quarter 3, January – March
  - Quarter 4, April - June
1. 2022-23 CE Scholarship Applications **MUST** be received no later than 4 weeks before the event.
  2. CE Scholarship applicants must be employees of a Prairilands member library.
  3. Eligible expenses may include:
    - a. Registration/tuition fees
    - b. Lodging
    - c. Meals
    - d. Transportation/mileage (**Mileage is for the use of a personal vehicle.**)
    - e. Parking
    - f. Cost of a substitute to cover while applicant is at an event
  4. Individuals may apply for up to \$400.00. When applying, be sure to request only those expenses you are asking Prairilands to fund. **Do not** include costs that may be covered by your employer or someone else. If an applicant encounters any special needs/accommodations related to their application (i.e. needing immediate notice of approval), the applicant must notify the office of their need(s) as soon as possible so efforts to accommodate can be made.

1. CE Scholarship policy, guidelines and budget will be set by the Prairiелands Governing Board. Reimbursement for travel expenses is governed by the Prairiелands Travel Policy.
2. Requirements of recipients include:
  - a. **Receipts are required for all expenses.**
  - b. Recipients will [post a report](#) using the Prairiелands CE Scholarship Reports site found on the Scholarship page on the Prairiелands internet site.
  - c. The **Request for Reimbursement form** must be completed by the recipient and will include all information requested. Incomplete or incorrect request forms will delay the recipient's reimbursement process and may jeopardize pay out of the approved CE Scholarship if not properly completed within the 30-day deadline period.
  - d. The **Request for Reimbursement form** (including all receipts) along with an **online scholarship report posting** must be completed and submitted to the Prairiелands office **within thirty (30) days of the completion of the event. If requirements are not met on time, the CE Scholarship award will not be paid out.** Contact Prairiелands with questions.
  - e. The CE Scholarship recipient is responsible for requesting reimbursement. Reimbursement will be made to the recipient OR the designated organization, such as the recipient's employer or library friends group.
  - f. Recipients may be asked to share their experience with other Prairiелands members at Continuing Education events in the region or via other Prairiелands communications.
3. CE Scholarship applications will be reviewed by Prairiелands Staff and awarded on a competitive basis. Award decisions will be based on the amount of funds available vs. applications received; past CE Scholarship(s) received by applicant(s); lack of merit of the event being applied for. Possible results of application review are as follows:
  1. Award full amount requested.
  2. Award less than full amount requested.
  3. Deny application.

The Prairiелands office will approve CE Scholarships based on precedent set by the Prairiелands Member Council. If advice or guidance is needed, Prairiелands staff will consult with the Prairiелands Member Council by e-mail.
8. If the total amount of CE Scholarship funds requested exceeds the amount allotted, the funds available will be divided among all applications (exception – “first time applicants,” will receive the full amount of their request. If all the

funds set aside are not applied for, late applications will be considered on as “as they arrive” basis. Unused funds will be carried over to the next CE Scholarship deadline.

9. Prairielands accepts CE Scholarship applications for mileage or substitutes to attend Prairielands sponsored events. Applications for CE Scholarships for Prairielands events must be submitted before the event.
10. **An e-mail confirmation of approval, partial approval or denial will be sent within 3-5 working days. If an applicant needs to know the status of their application immediately, the applicant is responsible to notify the office directly.** Approval e-mails will contain all the materials needed (i.e. request for reimbursement form, travel policy information and guideline material) to request reimbursement. **It is critical to remember these materials must be complete and returned to/received in the Prairielands office within 30 days of the final date of the event.**

**If you have questions about the Prairielands Continuing Education (CE) Scholarship Program or if you need assistance in completing the form, please contact Prairielands.**