

APPLICATION FOR FINANCIAL ASSISTANCE

IRWA Spirit of the Heartland - Iowa Chapter 41

Application Guidelines

1. Applicant must be an IRWA Chapter 41 member in good standing.
2. Applications for most activities on the International or Region levels will be considered, including (but not limited to) the Annual Education Conference, International and Region committee meetings, and Region 3 Forums. Assistance is not intended to defray the costs of attending chapter functions or stand-alone courses.
3. The total amount of financial assistance received by a member from the chapter, region, and employer should not exceed the actual costs incurred by the member for their participation in the activity.
4. Copies of this completed application, along with supporting documents, should be submitted via facsimile or email to the Secretary of Chapter 41 at least one week prior to the regularly scheduled quarterly chapter meeting that precedes the activity for which the member is requesting financial assistance. Applications will be acted upon by the chapter membership at the first regularly scheduled chapter meeting following the receipt of the completed application.
5. A completed application submitted at least two weeks before the activity for which the member is requesting funding, but after the preceding regularly scheduled quarterly chapter meeting, will be acted upon by a vote of the Chapter 41 Executive Board within seven days of receipt. Please note that the process outlined in item #4 is the strongly preferred method of application.
6. An application submitted after the activity for which assistance is requested normally will not be approved.
7. A member that receives financial assistance from the chapter is required to submit a written review to the chapter no later than the first regularly scheduled quarterly chapter meeting that follows the funded activity.

Member: _____ Amount Requested: \$ _____

Event: _____

Location: _____ Date(s): _____

ANTICIPATED COSTS

ANTICIPATED FUNDING

Event registration \$ _____

Employer \$ _____

Transportation \$ _____

IRWA Region 3 \$ _____

Lodging \$ _____

IRWA Chapter 41 \$ _____

Meals \$ _____

Personal \$ _____

Other \$ _____

Other \$ _____

TOTAL \$ _____*

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* Total anticipated costs should equal total anticipated funding.

Comments: _____

Member Signature _____ Date _____