

# IDAHO DISTRICT EMPLOYEES ASSOCIATION

## *Professional Growth Scholarships*

The Idaho District Employees Association (IDEA) offers Professional Growth Scholarships.

In keeping with IDEA's mission to enhance communications, promote professional development and increase the effectiveness of the District Employee within their District.

This scholarship is to be used to enhance employee development. Scholarships will be awarded twice per calendar year following the IDEA Director's winter and summer meetings, usually in January-February and June-July. IDEA Directors will review the applications to ensure they meet the qualifications and then select the applicant(s) based on merit and funding availability. Each scholarship will be for up to, but not to exceed, \$100.00 based on actual expenses.

### SCHOLARSHIP REQUIREMENTS:

1. To be considered for this scholarship, applicants must be a member of IDEA, in good standing.
2. The class or workshop must be directly related to the professional development of the District employee.
3. Recipients must use the scholarship within one year of the acceptance date and provide actual receipts for reimbursement.
4. Application must include the Conservation District Board Chairman's signature of approval on the application to be considered.
5. Scholarships can be used to defray cost of registration, travel, materials related to the workshop/class, or overnight lodging. Reimbursements will be paid to the District.
6. Applicants who receive scholarships are not eligible to apply again for the Professional Growth Scholarship for two years following the approval date.

To apply for the scholarship District employees must submit a copy of a scholarship application to their Conservation District Board for approval and the Chairman's signature and then to the IDEA Board of Directors. Applications may be sent to the IDEA President or the applicants Division IDEA Director at least one week prior to the IDEA Directors winter or summer meeting. The application can be submitted prior to or after attending the workshop or class.

Payment for the workshop or class will not be reimbursed to the District until the workshop or class has been attended and receipts are submitted to IDEA. Attach a copy of the agenda, advertisement or notice of the workshop/class if applying prior to the date.