



OHIO AIRS 2019 NATIONAL AIRS CONFERENCE SCHOLARSHIP

The Ohio AIRS Board encourages the professional development of AIRS members and is able to demonstrate this commitment by offering one (1) scholarship to the 2019 AIRS Annual Training Conference to be held in Atlanta, Georgia June 2-5, 2019, at the Atlanta Marriott Marquis.

The Scholarship will be awarded as a reimbursement to the agency/organization **after** the conclusion of the conference and upon receipt of documented itemized expenses. Scholarships will be awarded for the cost of a **full (3-day) Early Bird registration to the conference** and associated costs to include: round trip travel to Atlanta, GA, a maximum of 3 nights lodging (Sunday, Monday, Tuesday), and meals not provided as part of the conference registration fee. **Scholarship does not apply to pre-conference intensives.** Scholarship reimbursement amount will not exceed \$1,500.

CONFERENCE REGISTRATION:

The scholarship award covers 3 days of the AIRS Conference. It does not cover fees for any of the pre-intensives held the day prior to the start of the AIRS Conference.

Scholarships will be awarded for the cost of Early Bird registration to the conference

AIR TRAVEL/GROUND TRANSPORTATION:

In order to obtain the most favorable fare, trips shall be planned and reservations made as far in advance as possible. You are required to travel coach class and round-trip fees to check one bag are included. Ground transportation between the conference hotel and airport will be reimbursed; if the hotel has an airport shuttle that must be used. Car rental costs, ground transportation from your home to airport, airport parking fees and tips are not covered. Receipts are required for any necessary ground transportation.

LODGING:

Lodging must be at the conference hotel or overflow property and reservations shall be made early enough to obtain the conference hotel room rate. Only charges for the hotel room and tax will be reimbursed. No other fees, including Internet, phone, movies, gym use, in-room 'bar' items, tips, etc., are covered or reimbursable. It **will not** cover more than 3 nights lodging. The scholarship does not cover the night of the last day of the conference, so please plan accordingly.

MEALS:

Meals not provided by the conference will be reimbursed for the actual cost of the meal based on the federal per diem for the city. Alcohol **will not** be reimbursed. An itemized meal receipt must accompany your request for reimbursement.

If the reimbursement requirement would prove to exclude an applicant due to financial constraints of the agency/organization or applicant's ability to front these costs, please contact Tanya Kahl, Ohio AIRS Treasurer, to discuss the possibility of other arrangements. Her contact information can be found on page 3 of this notice.

Upon notification of selection, the scholarship recipient is responsible for arranging all travel and contacting conference registration to complete the registration process.

General Eligibility Criteria:

1. Applicant (or his/her agency/organization) must be a current member of Ohio AIRS.
2. Applicant must be an employee of the I&R agency/organization.
3. Applicant must actively provide information and referral, and/or work on an I&R database, or supervise those who do.
4. Priority will be given to individuals who are AIRS-certified (CIRS, CRS, CRS-A/D, CRS-DC) or who expect to test for certification before 12/31/2019.
5. Application and supporting documentation must be completed and submitted before 5:00pm on February 28, 2019.

Completed application packets must include:

- The completed **application form** submitted **electronically** (aholdson@accaa.org) or **faxed** (440-997-6162) before the stated deadline.
- A signature on the application form from applicant's agency's executive director or supervisor **indicating applicant has approval** to attend the AIRS National Training Conference if selected as the Scholarship recipient.
- A **letter from the applicant** answering the following question:
"How would the knowledge you would gain from attending the conference impact your ability to perform your job and assist your organization in fulfilling its goals of

providing quality service to your community? How will you use this knowledge to support the efforts of Ohio AIRS?”

As part of the letter, applicant should include a summary of his/her job description and what track or specific sessions the applicant hopes to attend.

- **Proof of current AIRS certification or eligibility to attain certification by 12/31/2019**
(if applicable).

Additional Information:

If you have any questions about this opportunity, please contact Alissa Holdson, *Ohio AIRS Scholarship Reviewer*, at 440-997-5957 ext. 517 or aholdson@accaa.org or Tanya Kahl, *Ohio AIRS Treasurer*, at tkahl@uwsummit.org

OHIO AIRS 2019 NATIONAL CONFERENCE TRAINING SCHOLARSHIP APPLICATION

Name of Applicant: _____

Title or Position: _____

Agency/Organization: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

AIRS Membership Number: _____

Length of employment at agency: _____ Total time in I&R field with Ohio AIRS member agency _____

Agency's involvement in Ohio AIRS:

Current Bd. member __, Past Bd Member __, Committee Member __, Attends in person board mtgs __,
Only attends annual Mtg __, No participation __

Applicant's participation in Ohio AIRS:

Current Bd. member __, Past Bd Member __, Committee Member __, Attends in person board mtgs __,
Only attends annual Mtg __, No participation __

How many AIRS Conferences have you attended? _____ Date most recently attended: _____

Have you ever received a scholarship to attend the AIRS Conference?

If yes, from whom? _____

Date received AIRS CIRS, CIRS-A, or CRS Certification: _____

Signature of Applicant Printed Name Date

Signature of Agency Director/Supervisor** Printed Name Date

APPLICATIONS DUE BY 5:00pm on February 28, 2019

Email to aholdson@accaa.org or FAX to 440-997-6162

****Signature of Agency Director/Supervisor indicates the applicant has permission from the agency/organization to attend the 2019 National AIRS Training Conference in Atlanta, GA, June 2-5, 2019. Furthermore, the agency/organization understands and agrees that the Scholarship funds will be used only for this purpose.**