

ATSWCD Travel Scholarship Rules

1. The scholarships are for travel to national or regional conservation related meetings only.
2. The scholarships are only available to district directors.
3. Scholarships are reimbursed at 75% rate and cannot include meals.
4. An application must be submitted at least 30 days prior to the meeting to the association and it must be approved prior to travel to the meeting.
5. The final reimbursement must be submitted in the same quarter as the meeting attended. For example, if the meeting is February 2-6, 2019 the report must be submitted in the second quarter (see reporting deadlines below)
6. All final reimbursement forms must be typed.
7. If a district has more than one director applying for a travel scholarship they must be ranked by priority.
8. Any director wishing to participate in the scholarship program must attend the State Meeting.
9. Upon return from the meeting the director will also be asked to work with ATSWCD and provide a brief report on the meeting. Examples in could include a brief written summary, a presentation at an area association meeting or some other type of meeting.

Fiscal Year 2019: Oct. 1, 2018 to Sept. 30, 2019

1st Quarter: Estimates due December 3 - Final Report due January 5, 2019

2nd Quarter: Estimates due March 3 - Final Report due April 5th, 2019

3rd Quarter: Estimates due June 1 - Final Report due July 8th, 2019

4th Quarter: Estimates due September 2 - Final Report due October 7th, 2019