

Education Events Sponsorship Policy

1. Objective

The Education Events Sponsorship Policy is designed to provide monetary assistance to CIPHI Alberta Branch members to attend either the CIPHI Alberta Branch Workshop or CIPHI National Annual Educational Conference. A maximum of one thousand dollars will be awarded to each successful recipient. These funds may be used for registration, travel, accommodation and subsistence expenses.

2. Eligibility and Criteria

In order to be considered the following criteria must be satisfied:

- The candidate must be a regular member-in-good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch).
- Completion of the application form.
- The candidate must not be a member of the Association Executive, Executive Board or a Committee Chairperson of the Canadian Institute of Public Health Inspectors (Alberta Branch).

Please note that all documentation must be received by the Secretary of the Canadian Institute of Public Health Inspectors (Alberta Branch) by October 20th.

3. Application

The application process is now done through submission of Google Forms. Link to the Google Form will be circulated to Alberta Branch members by the Secretary at least 14 days prior to application deadline. All applications must be submitted through Google Forms by October 20th.

4. General Policy

- A draw will be made and the successful winner(s) will be informed no later than October 31st.
- Those drawn may only use the funding for the CIPHI AEC or Alberta Branch Fall Workshop in the following calendar year. For example, if your name is drawn in October 2016, the funds must be used for eligible educational opportunities from January 2017 to December 2017.
- The recipient(s) must be a member-in-good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch) the year their name is drawn as well as the following year to be eligible to receive the sponsorship money.
- Up to three recipients will be chosen each year. The Executive will decide on the number of recipients taking into consideration fiscal responsibility and support of Alberta Branch members.
- Recipients will not be eligible for this funding for three years following their name being drawn. For example, name is drawn in 2014 cannot apply again until 2017.

- The money will be reimbursed to the recipient after their attendance at the educational workshop or conference and after a written report is submitted to the Alberta Branch Newsletter Editor. This report must be received by the Alberta Branch Newsletter Editor no later than December 1st of the year in which the education event was attended.
- Expenses will be paid according to the rates and conditions indicated on the Alberta Branch Expense Claim Form. Original itemized receipts are required.
- Expenses will be covered up to \$1000. If expenses total less than \$1000 the difference will not be paid to the attendee.
- The expenses being claimed through the Alberta Branch must not be claimed or covered by any other means including, but not limited to the employer or a professional development account.
- The recipients' names may be posted on the Alberta Branch Website and printed in the Alberta Branch Newsletter informing the membership.
- The Executive of CIPHI (Alberta Branch) will review, assess, and modify this policy as necessary to reflect the philosophy and best interests of the Association and its' membership.

Last reviewed: October 2016

