

DSACK Conference/Meeting Scholarship Application

DSACK Guidelines for Conference/Meeting Scholarships

The Down Syndrome Association of Central Kentucky (DSACK) has a limited number of Conference/Meeting Scholarships available for eligible members to attend state, regional, national, or international events that pertain to Down syndrome. The scholarship applications and deadlines will be made available to the general membership via the DSACK newsletter and website, and will be awarded on a first come, first serve basis. The amount budgeted for scholarships is dependent on DSACK's annual budget and priorities for the previous and current fiscal years. Scholarship money will be available as long as there are funds in the budget to support it.

An application form must be completed and submitted at least 1 month prior to the registration deadline for the meeting you wish to attend. The DSACK Officers will meet monthly, or as needed, to determine scholarship recipients. Notification and estimated approval amount will be sent to the applicant in time to register for the conference/meeting; however, the exact amount will be reimbursed after your submission of receipts. In most cases, reimbursement will be provided within 30 days of submission of receipts. * In rare instances, the Officers may consider paying the conference registration fee directly to the organizers of the event when the reasons for this request are documented and presented to DSACK.

Scholarships are to be used only for reimbursement for expenses related to registration, travel, and lodging. Scholarship money may NOT be used to purchase food, souvenirs, published material, alcoholic beverages or any other miscellaneous expenses.

The applicant guidelines are as follows:

- Applicant must be an individual with Down syndrome or a family member of an individual with Down syndrome
- Applicant must reside in the state of Kentucky
- Applicant must be active in DSACK
- Only one scholarship will be awarded per family per calendar year
- Priority is given to Board Members, Volunteers, Active Participants
- Applicant must first apply for a scholarship from the conference itself. If declined or not given the full amount, application for a DSACK scholarship will then be accepted. Documentation of this request must be submitted to DSACK with your application.

Please note: scholarships typically will not cover 100% of your expenses! Conference scholarships are available in the following maximum amounts:

- In-state meeting: maximum of \$250.00
- Regional meeting: maximum of \$500.00
- National and international meeting: maximum of \$1500.00

If the type of conference (i.e. regional, national, international) is not clear from the conference literature and/or website, regional will be defined by DSACK as a meeting sponsored by an organization serving a region of considerable extent; not merely local. National will be defined by DSACK as a meeting sponsored by an organization serving the entire nation. International will be defined by DSACK as a meeting sponsored by an organization serving members in several nations. Attending a local meeting in another state will be considered the same as the in-state meeting above.

If awarded a scholarship, you will be expected to do the following:

- Before receiving reimbursement, you must submit a short article to be included in the DSACK Newsletter and reviewed by the DSACK Officers – this article should summarize your experience and highlight one specific area that you found to be most helpful, memorable, etc.
- You may also be asked to present information in an informal manner at events such as a peer group or other educational program.
- If at all possible, gather additional copies of information from the conference/meeting to be included in DSACK's Lending Library to serve as a resource for other families.

DSACK Conference/Meeting Scholarship Application

Today's Date: _____

PERSONAL INFORMATION (Please attach additional pages as needed!)

1. Applicant's name: _____

2. Applicant's Address, Phone Number, and Email: _____

3. Name of individual with Down syndrome to whom you are related, and your relationship to this individual: _____

4. Summary of your active participation in DSACK and its mission of "enhancing the lives of individuals with Down syndrome throughout their lifespan by providing support, information, and education to families, professionals and the communities that make up the Central KY region."

5. Explanation and justification for why you hope to attend this event:

6. Explanation of what you plan to do with the information/experience you gain from this event:

7. Attach documentation of your request for a scholarship from the camp itself, along with the response you were given. * This must be received before DSACK will process your request.

CONFERENCE/MEETING/EVENT INFORMATION

1. Name of Conference/Event for which you are requesting assistance:

2. Date(s) of Conference:

3. Location of Conference:

4. Estimated Costs Associated with Conference: (Please note maximum amounts available to individuals that is explained in the Guidelines for Application). Include documentation to support your estimates (ex: conference registration form, hotel information, flight schedule and cost, etc.). Please note any deadlines such as registration, flight or rental car discounts.

Cost of Registration and Deadline for Registration: _____

Details and Cost of Travel: _____

Details and Cost of Lodging: _____

Total Cost of Request: _____

AGREEMENT AND ACKNOWLEDGEMENT SECTION

If funding is granted, I agree to share a summary and any pertinent information gained from the Conference/Meeting/Event. I will submit this to the DSACK Officers within 2 weeks after the event. I will not be reimbursed fully until I have submitted this information. I understand that this will most likely be included in the DSACK newsletter, and I may also be asked to present information at a future DSACK function. When possible, I will also obtain additional copies of handouts, information, etc to be included in the DSACK lending library in an effort to disseminate important information to other DSACK families who were not able to attend such an event.

I will not seek any reimbursement for the purchase of food, souvenirs, alcohol, published materials, miscellaneous expenses, etc.

Applicant's Signature *Date*

Authorization of Scholarship Funding for above applicant requires at least 3 signatures by the DSACK Officers:

DSACK Officer Signature *Date*

DSACK Officer Signature *Date*

DSACK Officer Signature *Date*