



Central Minnesota Libraries Exchange

570 1st St. SE, St. Cloud, MN 56304
320-257-1933 * 800-657-3796 * Fax 320-252-8569 * www.cmle.org

CMLE Scholarship Policy for Professional Engagement

CMLE endorses career development by supporting members who wish to attend continuing education and professional programs in library/media or other job related fields. Scholarships are intended to provide supplemental funds and will be awarded as an incentive for individual growth and development.

1. Scholarship applications *must* be received prior to the training/event to be attended. Scholarships will not be awarded retroactively.
2. Scholarship applicants must be an employee or Board member of a CMLE member library. If funds are not exhausted from this primary group, secondary consideration may be given to others who demonstrate they are working directly with library programs. These secondary requests must be accompanied by a letter of support from the member librarian further explaining their understanding and support of the request. Preference will also be given to first-time scholarship requests.
3. Eligible expenses may include, but are not limited to:
 - a. Registration/tuition fees
 - b. Lodging
 - c. Meals
 - d. Transportation/mileage (Mileage is for the use of a personal vehicle – only one person in vehicle may request mileage)
 - e. Parking
 - f. Cost of a substitute to cover while applicant is at an event
 - g. Required books/publications
4. Individuals may apply for up to \$200.00 per CMLE fiscal year (July 1 – June 30).
5. Scholarship policy, guidelines, budget, and reimbursements, will be set by the CMLE Governing Board.
6. Requirements for reimbursement of approved expenses include:
 - a) **Receipts are required for all expenses, except mileage.** Submit total number of miles for reimbursement at the IRS rate. Receipts must be for expenses incurred by the applicant.
 - b) Keep a copy of the scholarship application. Reimbursement requests should be submitted using the scholarship form that was approved prior to the event.
 - c) The beauty of the scholarship is twofold. We assist you in attending events, but ask you to share with others what has changed for you as a result of this learning experience. As you enjoy your event, remember that you will be required to submit a 200-300 word essay that answers these questions.
 - What were your favorite takeaways or new things learned?
 - As a result of attending this event, can you identify and explain a few things you can use/apply to your work or practice?If possible, the essay should be submitted electronically to admin@cmle.org via email. The essay is subject to editing by CMLE staff and will be published as space allows.
 - d) **The receipts, essay, and a completed short questionnaire (sent via email) must be received by CMLE within thirty (30) days of the completion of the event.**
 - e) The scholarship recipient is responsible for requesting reimbursement – the check will be made payable only to that person.
7. Scholarship applications will be reviewed and awarded by the CMLE scholarship committee, on a competitive basis. Award decisions will be based on the amount of funds available vs applications received, past scholarship(s) received by applicant(s), and merit of the event being applied for. Possible results of application review are:
 - a) Award full amount requested
 - b) Award less than full amount requested
 - c) Deny application

Below is the CMLE Scholarship Application form. Please save and rename this document. After saving and renaming, applicants should be able to complete the form below. After filling in all areas (note this document has a third page), please send to CMLE, at admin@cmle.org

Applicants will be notified via e-mail of the action taken on their application. If you have questions, please contact the CMLE office for assistance at 320-257-1933.

CMLE Scholarship Application

Applicant information

Name _____

Contact Address _____

City/St/Zip _____

Phone _____ Fax _____ Email _____

Employer _____ Work phone _____

Position title _____

2. Please write a 200-300 word description of training/event being applied for (including date(s) and location). If available, attach a copy of event brochure or agenda, etc. *Also describe how attending this training/event will benefit you, your library, and CMLE.*

Individuals may apply for up to \$200. When applying, be sure to request only those expenses you are seeking CMLE to fund. Do not include costs that may be covered by your employer or someone else.

3. Projected expenses: (Please note that the last two columns are for office use)

Expense Category	Estimated Total Cost	Amount Requested (\$200 max)	Amount Approved	Office use
Registration or Tuition				
Transportation*				
Lodging				
Meals				
Substitute				
Parking				
Required Materials				
Other (specify)				
Other				
Other				
TOTAL				

*Mileage is for the use of a personal vehicle only, and only one person in a vehicle may request mileage.

ALL RECEIPTS, A BRIEF ESSAY FOR THE CMLE BLOG, AND THE COMPLETION OF A SHORT QUESTIONNAIRE MUST BE SUBMITTED TO THE CMLE OFFICE WITHIN 30 DAYS OF COMPLETION OF EVENT TO RECEIVE PAYMENT.