



**Professional Career Development
Request for Funding Application
Conference/Training**

Name: _____

Address: _____

Phone: _____ E-mail: _____

Date: _____

Name of conference for which you are requesting funding to attend:

Date of conference/training: _____

Date you will depart for conference: _____ Date you will return: _____

Location of conference/training:

Anticipated funding needed: (hotel, registration, airfare or mileage. List individual cost)

Does your employer/school district provide funding for conferences/trainings? Yes ___ No ___

Employer: _____

Job Title: _____

Are you currently employed full time? Yes ___ No ___

Name of Supervisor: _____ Phone: _____

A school administrator or supervisor's signature and contact information is required below to confirm that there is no funding offered through your employer.

I, _____ certify that there is currently insufficient funding available for the amount requested.

Signature: _____ Phone: _____

Date: _____

Signature of applicant: _____ Date: _____

Please return completed application to:

Lighthouse for the Blind
Attn: Angie Yorke
10440 Trenton Avenue
St. Louis, MO 63132

Please note: Applications may be submitted up to 90 days before the date of conference. All funding will be dispersed as reimbursement. Receipts must be provided for reimbursement. Funding will cover the cost of conference registration fee and a portion of lodging and airfare or mileage. Please refer to "Guidelines" for further details.

Conference/Training Program Guidelines

- *Must be a professional in the field of vision living in Missouri or the Illinois counties of Calhoun, St. Clair, Monroe, Madison and Jersey.*
- *All applicants must be currently employed full-time in the state of Missouri or Illinois.*
- *Funds must not be available from the school district (administrator must sign off on this)*
- *Conference is located in the U.S.*
- *Funding will be in the form of reimbursement for expenses*
- *Must have receipts for everything to be reimbursed*
- ***In order to receive your reimbursement, you must attend 75% of the conference program on the days LHB is reimbursing your expenses and provide documentation from the Conference organizer of sessions attended.***
- *Airfare or mileage will be reimbursed up to \$400*
- *Lodging will be reimbursed up to \$150 per day*
- *Registration fee will be reimbursed in full/this does NOT include pre-conference workshop registration fees*
- *Funding will be awarded on a first-come-first-serve basis*
- *90 days prior to the conference, applicants may apply for funding. Any applications received prior to the 90 days will not be considered.*
- *You must receive approval from LHB prior to the date of the conference to receive reimbursement.*
- *Incidentals such as food, parking, car rental, shuttle fees and taxis will not qualify for reimbursement*
- *Reimbursement not to exceed \$2000 per conference*
- *Maximum reimbursement not to exceed \$3000 per year*