

*Purpose: The California Alliance of Information and Referral Systems (CAIRS) encourages the professional development of CAIRS members by offering scholarships to the AIRS Annual Training Conference.*

In 2017 CAIRS will offer four (4) conference scholarships to CAIRS members (must be in good standing) attending the AIRS training conference. CAIRS will reimburse the agency or winner **after** the conference has concluded and upon receipt of documented itemized expenses, with a cap of \$1,500 per award.

**Costs Covered include:**

✓ **AIR TRAVEL/GROUND TRANSPORTATION:**

In order to obtain the most favorable fare, trips shall be planned and reservations made as far in advance as possible. You are required to travel coach class. Ground transportation between the conference hotel and airport will be reimbursed; if the hotel has an airport shuttle, that must be used. Luggage fees, car rental costs, ground transportation from your home to airport, airport parking fees and tips are not covered. If traveling more than 500 miles, the scholarship will cover air travel allowing the awardee to arrive one night prior to the first full day of the conference and leaving on the last day of the conference to return home. Receipts are required for any necessary ground transportation.

✓ **LODGING:**

Lodging must be at the conference hotel or overflow property and reservations shall be made early enough to obtain the conference room rate. Only charges for the hotel room and tax will be reimbursed. No other fees including Internet, phone, movies, gym use, in-room 'bar' items, tips, etc. are covered or reimbursable. It **will not** cover more than 3 nights lodging unless traveling more than 500 miles, in which case the scholarship will cover lodging for the evening prior to the first full day of the conference. The scholarship does not cover the night of the last day of the conference, so please plan accordingly.

✓ **MEALS:**

Meals not provided by the conference will be reimbursed for the reasonable actual cost of the meal based on the federal per diem for the city. Alcohol **will not** be reimbursed. An itemized meal receipt must accompany your request for reimbursement.

✓ **CONFERENCE REGISTRATION:**

The scholarship award covers 3 days of the AIRS Conference. It does not cover fees for any of the pre-intensives held the day prior to the start of the AIRS Conference. **Scholarships will be awarded for the cost of early bird member's registration to the conference (Register by May 14<sup>th</sup>).**

**General Eligibility Criteria:**

- Applicants (or their agencies) must be a member in good standing of CAIRS.
- Applicants must work at a member agency, either as paid staff or as a volunteer.
- Applicants current work must include one or more of the following:
  - I&R/A Provision
  - Database management and/or maintenance
  - Supervision or support of those in your agency who do A and/or B above
- Priority will be given to individuals attending their first AIRS Conference.
- Application and supporting documentation must be completed and submitted within the posted timeframes.

## Completed application packets must include:

1. The completed **application form** submitted **electronically** (see following page). **No late or incomplete** applications will be considered.
2. A **letter from the applicant** answering the following question:
  - “How would the knowledge you would gain from attending the conference impact your ability to perform your job and assist your organization in fulfilling its goals of providing quality service to your community?” As part of your letter **please include a summary of your job description and any specific skills or knowledge necessary** to performing your job (i.e. database management, Medicare knowledge, etc.)
3. A **letter of support from your agency’s executive director or your supervisor** answering the following questions:
  - Length of time applicant has been in the field and at current job.
  - Quality of applicant’s skills
  - Challenges of applicant’s position
  - How has applicant been an asset to the organization
  - From what area of training at the conference would applicant most benefit and why.
4. A **letter of support from an individual outside of your organization** who has significant contact with you in a professional role. This letter should include the following:
  1. The context in which the applicant and the person writing this letter have interacted professionally,
  2. The ways in which working with the applicant has positively affected this individual’s organization. Please include:
    1. The quality of applicant’s skills
    2. Any challenges tackled and dealt with by applicant
    3. Applicant’s commitment to excellence

If you have any questions, please contact Maribel Marin at 626-926-1135 or [mmarin@211la.org](mailto:mmarin@211la.org) or Alana Hitchcock at 626 328-0797 or [ahitchcock@211la.org](mailto:ahitchcock@211la.org).

## 2017 Scholarship Timeline:

**Applications due**

CAIRS Board Awards Scholarship

**Monday, May 8, 2017**

Thursday, May 11, 2017

Name of Applicant: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Length of employment at agency: \_\_\_\_\_ Total time in I&R field: \_\_\_\_\_

How many AIRS Conferences have you attended? \_\_\_\_\_

Have you ever received a scholarship to attend the AIRS Conference? If yes, from who? \_\_\_\_\_

Date Received CIRS/CIRS-AD/CRS Certification: \_\_\_\_\_

\_\_\_\_\_  
Signature of applicant Date

**Email applications to [mmarin@211la.org](mailto:mmarin@211la.org) NO LATER than May 8, 2017. \***