

EMPLOYEE HANDBOOK

Policies and Procedures

Section 5: Forms

5.7 CONTINUING EDUCATION APPLICATION

This application form, completed in full, is required to be eligible for consideration for funding support.

Where possible, please submit an electronic copy.

Funding from Clark Education Fund

- To ensure timely processing, this application form and relevant supporting documents should be submitted to the Chair of the Ministry and Personnel Committee 1 month prior to the activity or expected imbursement.
- Upon completion of the activity you are required to submit a report to the Ministry and Personnel Committee. You may be asked to present your report to the M&P Committee, Council or the congregation.

Funding from annual budget accounts

- This application form and relevant supporting documents shall be submitted to the Chair of the Ministry and Personnel Committee as soon as possible prior to the activity or expected imbursement.
- You may be asked to submit a report to the M&P Committee.

Date Application Submitted:	
Name of Applicant:	
Location of Activity:	
Start Date of Activity:	End Date of Activity:

Brief outline of activity: Please include details on duration, number of sessions, weeks, full time, part time, etc.

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Cost of activity (e.g. conference, course registration fees, books, etc.)

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Cost of Travel: (Air/bus/train fare, mileage, food)

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It is customary for an applicant to cover a portion of the cost of the activity. Please indicate what expenses (if any) you will cover.

<p>Total Cost of Activity:</p> <p>Total Requested:</p> <p>Total Cost Incurred by Applicant:</p>

As mentioned above, you will be asked to submit a verbal or written report and you MAY be asked to present your report in person to the M&P committee, Council or to the congregation.

Do you accept these stipulations?

Yes <input type="radio"/>	No <input type="radio"/>	Other (Please Explain)

Note: You may include brochures, publications, etc. to support your application.

The following section to be completed by the Ministry and Personnel Committee

Date Approved/Rejected:
Amount Approved:
Activity Funded From: Clark Education Fund <input type="radio"/> Annual Budget Account <input type="radio"/>
Signature of Chair M & P
Date Applicant Was Advised:
Date Applicant Was Remunerated:
Total Amount Remunerated:

5.7 Continuing Education Request	
Approval Meeting: Sept 8, 2011 (Council)	Approval Meeting: Jan 15, 2013
Previous Version Date: V1 – Sept 8, 2011	Version Date: V2 –Jan 15, 2013
Committee Responsible: Ministry and Personnel	