



Conference Support and Scholarship Program Guidelines

This program, funded by the Department of Early Learning (DEL) and administered by Washington Association for the Education of Young Children (WAEYC), supports the professional development of child care providers by sponsoring the conferences they attend. For this program, conferences are defined as events that provide educational and networking opportunities and include a keynote and breakout sessions. The award amount is determined by the number of attendees and the total hours of STARS training provided in breakout sessions. Funds are promised to eligible organizations on a first-come, first-served basis and while funding is available.

Who can apply?

Organizations that are STARS approved or that are partnered with a STARS approved Training Organization providing conferences that

- Will occur in Washington State between July 1, 2011 and June 30, 2012
- Have a keynote and breakout sessions
- Have registration open to all child care providers
- Have a process for attendees to evaluate the quality and usefulness of the conference

What are the funds for?

Conference Support

Documentation showing proof of payment is required for all eligible expenses.

- Keynote speaker honorarium and travel
- Printing (not in-house) and postage
- Translation and interpretation
- Audio and visual costs

Scholarships

Conference scholarships should be awarded on a first-come, first-served basis to any eligible registrant.

Scholarship awards cannot exceed \$100 per participant and are for registration fees only. **Scholarships can only be awarded to participants who are**

- Currently working in a Washington State licensed, exempt or tribally-certified child care or afterschool program
- Not Washington State employees (including but not limited to Head Start, ECEAP, and School District employees)

What are the organization's responsibilities?

- Collect a signed scholarship application form from each applicant (sample provided)
- Award scholarships to eligible applicants only
- Collect conference evaluation forms
- Acknowledge the Department of Early Learning & Washington Association for the Education of Young Children as conference sponsors or supports
- Submit a Conference Support and Scholarship Reimbursement form (provided) with required documentation within 30 days of the ending date of the conference (funds will not be granted if received later)
- Maintain all records and documents for 6 years and make available to WAEYC or DEL upon request



Conference Support and Scholarship Program Application

Applications must be received at least two weeks before the conference start date.

Conference Information

Applying Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone Number: (____) ____ - ____ X ____

Email Address: _____

Title of Conference: _____

Date(s) of Event: _____ Location (City): _____

Number of Conference Attendance: _____ / _____ / _____
2011 2010 2009

If first year of conference, expected number of attendees: _____

Total number of STARS training hours (do not include keynote sessions or breaks): _____

If applicable, name of STARS approved training organization partner: _____

The following documents must be submitted with this application

- Completed IRS Form W-9 (check will be issued to the name and address listed)
Conference agenda or brochure (current or previous year)
Conference evaluation form

Statement of Understanding

The information I have provided is true and accurate. I agree to fulfill the responsibilities listed on page one. I am an authorized representative of this organization.

Signature: _____

Date: _____