

# The Conrad Dippel Continuing Education

## Scholarship Program Guidelines

(March 2005)

### Purpose

To establish guidelines for the nomination and selection of recipients of The Conrad Dippel Continuing Education Scholarship

### Policy

In keeping with T.A.A.R.S.' commitment to education and research, on (date) T.A.A.R.S. established the Conrad Dippel Continuing Education Scholarship Fund.

During each T.A.A.R.S. sponsored mini-seminar and annual meeting, T.A.A.R.S. will award a scholarship with a maximum value of \$1000.00 for one qualified person to attend one continuing education course or seminar.

Moneys for the scholarship will be received from donations. T.A.A.R.S. agrees to pay \$500.00 of the cost of the tuition, if the other \$500.00 can be obtained through donations. In the event sufficient private funds are not obtained by any meeting time, or the Board of Directors of T.A.A.R.S. deems that there is insufficient funding in the treasury; T.A.A.R.S. is not bound to award a scholarship at that meeting.

### Procedure

- **Qualifications**
  - Recipients must be regular members of T.A.A.R.S. in good standing.
  - Recipients will be selected by a random drawing at the T.A.A.R.S. sponsored mini-seminars, and annual meeting.
  - Recipients must attend the T.A.A.R.S. sponsored mini-seminar, or annual meeting to qualify for the drawing.
- **Selection Process**
  - Prior to the end of each T.A.A.R.S. sponsored mini-seminar, or annual meeting, the Secretary shall review all attendees to determine their membership status and that their dues are currently paid.
  - Each regular member in good standing shall be given one ticket for the drawing.
  - The Secretary shall place all of the tickets in a container, mix the tickets and draw the winner.
- **Qualified courses and Seminars.**
  - The Continuing Education Scholarship Committee shall consist of a Chairperson and two committee persons.
  - The Chairperson of the Continuing Education Scholarship Committee shall be appointed by the President and approved by the Board of Directors. The Chairperson shall select two committee persons with the approval of the Board.
  - It shall be the responsibility of the Continuing Education Scholarship Committee to validate the issuance of the scholarship.
  - The recipient shall provide to the committee, in writing, the name, date, and location of the class or seminar that the recipients wishes to attend.
  - It shall be the sole responsibility of the Continuing Education Scholarship Committee to determine if the desired class is appropriate and qualified.
  - The recipient shall be responsible for all expenses for the class or seminar.

- Upon completion of the class or seminar, the recipient shall provide written receipts for expenses to the Continuing Education Scholarship Committee.
- Upon receipt, review, and approval by the Continuing Education Scholarship Committee, the total amount for the receipts shall be given to the Treasurer.
- The Treasurer shall then provide a check for reimbursement of the receipts up to the amount of \$1000.00 to the recipient of the scholarship.
- **Expenses Eligible for Reimbursement**
  - All tuition, books, and materials specifically pertaining to the course of instruction or seminar shall be eligible for reimbursement.
  - All travel expenses to and from the class or seminar are eligible for reimbursement. Driving mileage shall be paid at the accepted federal rate.
  - All meals and lodging, at the class or seminar host hotel/motel or at the average prevailing rate of the area, for the time of the class or seminar, and during travel to or from the class or seminar.
  - The Continuing Education Scholarship Committee shall have final authority to accept or deny any expenses.
- **General Rules**
  - Scholarship winners must attend a qualified course relating to accident reconstruction within one year following receipt of the scholarship.
  - In the event a winner fails to attend a course within the allotted time period the scholarship will be forfeited.
  - The scholarship is not transferable.