

**General SHWI Scholarship Application – October 25-26, 2016**

**School District Employee**

<b>First Name</b>		
<b>Last Name</b>		
<b>Position/Title</b>		
<b>Work Phone</b>	<b>Contact Phone</b>	
<b>E-mail</b>		
<b>School District</b>		
<b>School</b>		
<b>Address</b>		
<b>City</b>	<b>AK</b>	<b>Zip</b>
<b>Briefly explain why you are interested in attending School Health and Wellness Institute:</b>		

**SCHOLARSHIP ESTIMATED COSTS**

Please estimate the costs below for financial assistance requested.  
*Districts are encouraged to cover some of these costs on their own.*

	<b>Estimated Costs</b>
<b>Travel/Airfare (or mileage)</b> Roundtrip to Anchorage from: _____	\$
<b>Hotel @ \$99 per night plus 12% tax</b> Number of nights _____	\$
<b>Per diem @ District rate per day =</b> \$ _____ per day x _____ days <b>Breakfast = \$ _____</b> <b>Lunch = \$ _____</b> <b>Dinner = \$ _____</b>	\$
<b>Ground transportation to/from airport</b>	\$
<b>TOTAL Requested</b>	\$

Please send completed general SHWI application to Wendy Hamilton via email at [wendy.hamilton@alaska.gov](mailto:wendy.hamilton@alaska.gov) or fax (907-465-4101) or call if questions (907-465-2768).

Please [register now \(https://akshwi.eventbrite.com/\)](https://akshwi.eventbrite.com/) when applying for a scholarship, so we can reserve your space if/when you are awarded.

**Deadline for application submission is Monday September 19, 2016, by 5:00 p.m.**

**If your application is approved, a staff development contract for reimbursement will be established by the Department of Education and Early Development and sent to your district's business office.**

**Districts will be responsible for handling on-line free registration, transportation arrangements and other costs, and will be reimbursed after the event.**

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### Memorandum of Agreement

Between

\_\_\_\_\_

and the General SHWI Scholarship Committee

(Department of Health and Social Services – Division of Public Health School Health Program)

I, \_\_\_\_\_ (name) understand **that if I am chosen** to receive a general SHWI scholarship that I agree to the following:

- Attend both days of the 11th Annual School Health & Wellness Institute, October 25th – 26<sup>th</sup>, 2016 at the BP Energy Center.
- Pay all expenses up front and submit for reimbursement through my District Office.
- Complete a Survey Monkey evaluation of the event.

The General SHWI Scholarship Committee agrees to pay the following:

- Round trip economy airfare to and from the Institute in Anchorage. School district employees pay their expenses in advance and get reimbursed. Any additional fees, upgrades or incidentals will not be reimbursed by the scholarship.
- Ground transportation to and from the airport. You MUST provide receipts of your transportation to receive a reimbursement.
- Mileage is reimbursable at a rate of \$0.575 per mile.
- Up to three nights lodging at the Residence Inn, or other similarly priced hotel if Residence Inn is full. (Exceptions to nights lodging will be made depending on travel schedule to and from home community). Any additional nights will be at your expense. Any incidental expenses, such as room service or any upgrades will not be covered by this scholarship.