

**Northern Lights Library Network (NLLN)**  
**CONTINUING EDUCATION AND PROFESSIONAL ENGAGEMENT SCHOLARSHIP GUIDELINES**

*Northern Lights Library Network is a cooperative network of members in academic, public, school, and special libraries in 23 counties of North-central, North-west and West-central Minnesota who work at the grassroots level to bring together all types of libraries and collections in the region to discover, enhance, and share resources through administrative, technological, and educational support.*

**Northern Lights Library Network** supports career development and library service by funding library staff and library board member participation in Continuing Education programs and Professional Engagement events. Continuing Education and Professional Engagement scholarships provide supplemental funds for Continuing Education and Professional Engagement and will be awarded as incentive for individual growth and professional development in order to enhance library services throughout the NLLN region.

1. The NLLN scholarship program policies, guidelines, and budget are established by the NLLN Governing Board.
2. Scholarships are available to all employees of NLLN member libraries.\*
3. Continuing Education and Professional Engagement scholarships may be used for the following purposes: Registration or tuition; Lodging; Meals; Transportation (mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage); Parking; Required books or educational materials; Cost of a substitute to cover while applicant is at an event (applicant must have paid the cost of a substitute before requesting reimbursement).
4. All applications will be reviewed and acted upon by *NLLN's Educational Support Committee* and the Executive Director.
5. Scholarships are awarded to individuals only and are paid out as reimbursement after the event for expenses directly incurred by the applicant. No third party payments are made.
6. Applicants are eligible for up to 3 scholarships in a fiscal year. Up to \$500 per year is awarded for Continuing Education scholarships and up to \$500 is awarded for Professional Engagement scholarships. Scholarships will be awarded as long as funds are available.
7. Professional Engagement scholarships are awarded for work done by individuals above and beyond their daily job to improve and strengthen the profession. This work benefits the entire library community. Professional Engagement awards encompass opportunities that support library professionals in the region who wish to attend national and international conferences who may not be able to attend without the support of Northern Lights Library Network.
8. All scholarship applications must be received and approved prior to engaging in the events and activities to be funded.

\* A library staff member may invite teachers, board members and others from his or her institution to apply, if the following requirements are met: The individual is attending an event with the library staff member for purposes of strengthening collaborative planning. Applicants will be asked to include a description of the intended collaboration with the scholarship application.



## Requirements for Reimbursement of Approved Expenses

9. Receipts are required for all expenses, except mileage (submit total number of miles for reimbursement at the IRS rate). Receipts must be for expenses incurred by the applicant.
10. Keep a copy of scholarship application. Reimbursement requests should be submitted using the scholarship form that was approved prior to the event. Complete the column listed as: "Amount requested for Reimbursement" at the time of returning receipts.
11. Recipients must submit a 150-350 word signed report to NLLN about the event they attended. The report should include a review of the event, or highlights of what was learned that will be useful on the job, and should be submitted with the reimbursement request.
12. Submit the report in electronic format via email to [Deb.Keena@NLLN.org](mailto:Deb.Keena@NLLN.org) or 218-477-2937 via fax.
13. Scholarship reports are posted on NLLN electronic media.
14. Receipts and report must be received by the NLLN Office within thirty (30) days of the completion of the event. If required materials are not received on time, the scholarship award will not be paid out.
15. The scholarship recipient is responsible for requesting reimbursement for all expenses. The check will be made payable only to that person.
16. Recipients may be asked to share their experience with other NLLN members at continuing education and staff development events in the region.
17. Scholarship applications will be reviewed by the *NLLN Educational Support Committee* and the Executive Director and should be submitted at least 14 days in advance of the event. All applicants must submit and receive approval before the events take place. Applicants will be notified by email of the action taken on their application.

### **The application form is a fill-in PDF that can be saved and attached to an email.**

You can download and save the PDF form and come back later to complete it on your own computer before you finally email it in as an attachment. We suggest that once you begin to fill out the form fields - remember to use "save-as" with a new filename. You also can fill out this form, print it on your own printer, and fax or mail it in to the NLLN office:

**Northern Lights Library Network, P.O. Box 136, 1104 7th Avenue South, Moorhead, Minnesota 56563**

***Fax: 218-477-2937***

***You may also submit the application materials in electronic format via email to***

***[Deb.Keena@nlln.org](mailto:Deb.Keena@nlln.org)***

***Questions about this scholarship program or in need assistance?***

***Please contact the NLLN Office at 218-477-2934 or 218-477-2926. Thank you.***

***[www.nlln.org](http://www.nlln.org)***