

## **Sponsorship Policy for CIPHI Alberta Branch Fall Workshop and CIPHI Annual Education Conference**

### 1. Objective

The Conference Sponsorship Policy is designed to provide monetary assistance to CIPHI Alberta Branch members to attend either the CIPHI Alberta Branch Workshop or CIPHI National Annual Educational Conference. A maximum of one thousand dollars will be awarded to each successful recipient. These funds may be used for registration, travel, accommodation and subsistence expenses.

### 2. Eligibility and Criteria

In order to be considered the following criteria must be satisfied:

- The candidate must be a regular member-in-good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch).
- Completion of the application form.
- A photocopy of the candidate's Certificate in Public Health Inspection (Canada).

Please note that all documentation must be received by the President of the Canadian Institute of Public Health Inspectors (Alberta Branch) by September 30<sup>th</sup>.

### 3. Application

The Application Form and all supporting documentation must be submitted and postmarked no later than September 30<sup>th</sup> to:

President  
Alberta Branch, Canadian Institute of Public Health Inspectors  
Box 1674  
Drumheller, Alberta  
T0J 0Y0

#### 4. General Policy

- A draw will be made and the successful winner(s) will be informed no later than October 31<sup>st</sup>.
- Those drawn may only use the funding for the CIPHI AEC or Alberta Branch Fall Workshop in the following calendar year. For example, if your name is drawn in October 2009, the funds must be used for eligible educational opportunities from January 2010 to December 2010.
- The recipient(s) must be a member-in-good standing of the Canadian Institute of Public Health Inspectors (Alberta Branch) the year their name is drawn as well as the following year to be eligible to receive the sponsorship money.
- Up to three recipients will be chosen each year. The Executive will decide on the number of recipients taking into consideration fiscal responsibility and support of Alberta Branch members.
- Recipients will not be eligible for this funding for three years following their name being drawn. For example, name is drawn in 2009, cannot apply again until 2012.
- The money will be reimbursed to the recipient after their attendance at the educational workshop or conference and after a written report is submitted to the Alberta Branch Newsletter Editor.
- Expenses will be paid according to the rates and conditions indicated on the Alberta Branch Expense Claim Form. Original itemized receipts are required.
- Expenses will be covered up to \$1000. If expenses total less than \$1000 the difference will not be paid to the attendee.
- The expenses being claimed through the Alberta Branch must not be claimed or covered by any other means including, but not limited to the employer or a professional development account.
- The recipients' names may be posted on the Alberta Branch Website and printed in the Alberta Branch Newsletter informing the membership.
- The Executive of CIPHI (Alberta Branch) will review, assess, and modify this policy as necessary to reflect the philosophy and best interests of the Association and its' membership.



## Sponsorship Policy for CIPHI Alberta Branch Fall Workshop and CIPHI Annual Education Conference

### Application Form

The application form and supporting information must be forwarded by September 30<sup>th</sup> to:

President, CIPHI (Alberta Branch)  
Box 1674  
Drumheller, Alberta  
T0J 0Y0

Or by e-mail to [president@ciphi.ab.ca](mailto:president@ciphi.ab.ca)

#### Please Print

Name of Applicant	
Address	
City/Town	Postal Code
Title of Educational Opportunity and Registration Cost (if known)	
Date(s) and Location of Opportunity (if known)	
Have you been a recipient of this funding before? If so, when?	

#### Office Use Only

Date Documentation Received

\_\_\_\_\_

DOCUMENTATION RECEIVED

Application Form

Candidate Status \_\_\_\_\_

