

LWV-VA Event Scholarship Program

As part of LWV-VA's effort to assure that all members have the opportunity to attend LWV-VA events regardless of economic status and when the member's local League does not have a reimbursement budget, LWV-VA will establish and fund an annual "scholarship" account in its annual budget for the following events: Fall Workshops, Pre-session Legislative Round Table, and any other educational events for which the LWV-VA may charge a registration fee. Special consideration will be given to MALs for funding Council or Convention observer-status attendance. Members of MAL Units may be considered for "scholarship" funding for observer-status attendance at the LWV-VA biennial convention. The "scholarship" will cover only the registration fee, not travel or lodging related to the event. LWV-VA would use this fund to pay the LWV-VA registration fee for a limited number of local League members and/or MALs. The amount included in the fund will be determined each year by the budget committee.

Procedures for use of scholarship funds:

- 1) The member shall email the LWV-VA treasurer no less than three weeks before the event, that she or he would like to attend but cannot for financial reasons.
- 2) If the member is a MAL or a member of a MAL Unit, LWV-VA shall fund the registration fee for up to 3 members on a first-come-first-served basis.
- 3) If requester is a member of a local League, the LWV-VA Treasurer shall contact the president or treasurer of that local League to determine if the local league will fund the member's attendance.
- 4) If the local League agrees, the LWV-VA Treasurer shall forward the member's request and information to the local League president and treasurer for action. The local League will forward LWV-VA the funds for the registration fee promptly, prior to the event.
- 5) If the local League denies funding for the member's attendance, it shall provide the LWV-VA Treasurer with an email stating that it will not fund the member's attendance.
- 6) LWV-VA may fund up to 2 local League members for each event.
- 7) No MAL, MAL Unit or local League member shall be eligible for more than 2 "scholarships" in any LWV-VA fiscal year.
- 8) LWV-VA budget committee shall budget for the registration cost for up to 5 members for each LWV-VA event, including Fall Workshops, Pre-session and any other educational events for which LWV-VA charges a registration fee. Funding may not be used for lodging or travel.
- 9) The scholarship shall not be available for local League members to attend the LWV-VA Convention or LWV-VA Council since local Leagues are allotted delegates to these events and they should budget for their representatives' attendance.
- 10) The LWV-VA may use scholarship funds for the registration fee for MAL and MAL Unit members to attend the LWV-VA biennial convention as observers (up to 3 members). Funding may not be used for lodging or travel to the event.

- 11) LWV-VA may use scholarship funds for the registration fee of MAL members (but not MAL Unit members) to attend the LWV-VA Council as observers. LWV-VA MAL Units are allotted delegates for Council and should budget for their representatives' attendance. Funding may not be used for lodging or travel.
- 12) If a member at any time accepts an LWV-VA "scholarship" but does not attend the event without at least 24 hours' notice, even though it was paid for, the member shall not be eligible to apply for another "scholarship" for a minimum of one additional LWV-VA fiscal year.
- 13) When using the funds, the LWV-VA Treasurer shall transfer the payment amount from the "Scholarship" fund in the Education Fund or Operating Fund (as appropriate) budget to the appropriate event budget account. The event budget shall not bear the cost of the "scholarship" registrations.