

Professional Development Reimbursement Scholarship Reflection Form *updated 10/19/2016*



This scholarship requires the applicant to submit a completed application specifying the training opportunity in which the applicant intends to enroll. ELC will supply a pre-approval or rejection letter based on the information submitted.

Pre-approved participants will submit the following to complete the reimbursement request process within two weeks of the event:

- Receipt of other valid proof of payment (scholarship is reimbursement only);
- Reimbursement claim form (download from ELC website);
- Proof of attendance (a certificate, a final grade, validated conference schedule, etc.);
- Reflection form (download from ELC website); and,
- W-9 (download from ELC website).

Reimbursement will be issued only for registration fees/tuition up to \$100.00 per person annually. The ELC will not reimburse for meals, travel, parking, or other incidentals related to the conference or training.

Name of Attendee _____

Signature _____ Date _____

Name of Payer (check box if same) _____

Signature _____ Date _____

Employer Name _____

Employer Address _____

Phone _____ Email _____

This scholarship request is to attend:

- Early childhood conference/training (attach copy of completed registration form – include dates)
- Early childhood related post-secondary course (attach proof of enrollment – include dates)
- Other (please explain – attach all supporting documentation – include dates)

Email, fax, or mail this form to the Early Learning Coalition of Manatee County, Attention: Professional Development (Emails must be scanned form attached to an email.)

Mail address: 600 8th Avenue West Suite 100
Palmetto, FL 34221

email: professionaldevelopment@elc-manatee.org
fax: (941) 757-2917 attn: Professional Development

Questions: Phone (941) 757-2900 ext. 260



Early Learning Coalition of Manatee County
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