

Drug & Alcohol Consortium Scholarship Training Request Guidelines

The intent of the fund is to assist **active** DAC members with the cost to participate in a training event that supports the mission of the Drug and Alcohol Consortium. We expect recipients to share the information they have learned with their own agency and other DAC members. **Recipients will be reimbursed for approved expenses upon submission of a request letter with original receipts. DAC, at its discretion, may choose to directly pay for some expenses (i.e. conference registration). If this is the case, original receipts must be submitted to DAC for these expenses as well.** The individual or agency may request up to \$500 for an individual or \$1,000 for an agency. Currently, the fund has been established at \$5,000. Requests for this fund will be submitted to the Executive Committee for their approval. The request must include:

1. A completed Drug & Alcohol Consortium Scholarship Training Request.
2. A copy of the brochure of the training event attached to the request.
3. A list of individual(s) from your agency who will be attending the training and their positions.

You will be notified by email or letter of DAC's decision. If you have any questions please call the DAC office at 422-8412.

Send completed application and attachments to:

Drug & Alcohol Consortium of Allen County
532 West Jefferson Boulevard
Fort Wayne, IN 46802

Drug & Alcohol Consortium Scholarship Training Request

Agency _____ Date of Request _____
 Contact Person _____ Title _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ Email _____
 Professional Affiliation _____
 Emergency Contact Name/Phone Number _____

Committee in which the agency is represented:

Intervention _____ Prevention _____ Justice _____ Other _____

Training or Conference Title: _____

Statement of Need: _____

Training Location: _____ **Training Date(s):** _____

Request:

Item	Total Cost	Request from DAC
Lodging		
Registration Costs		
Travel Costs		
Meal Costs		
Other Costs		
Total cost of training		

Statement explaining how this training event will impact your work. (i.e. CEU's, education, etc.).

How do you plan to share the information? _____

Attachments:

Attach a copy of the brochure of the training event attached to the request.
 List of individual(s) from your agency who will be attending the training and their positions.