

**POLICIES HANDBOOK:
PROFESSIONAL DEVELOPMENT GRANTS COMMITTEE**

SCOPE OF RESPONSIBILITIES

The Committee promotes, accepts and evaluates applications for the various professional development grants sponsored by NDLA.

At the present time there are three professional development grants: NDLA Professional Development Grant, Ron Rudser Memorial Continuing Education Grant and M. Vivian Hubbard Memorial Grant.

MEMBERSHIP

The presiding NDLA President appoints the Chair of the committee for a one-year term. The Chair assembles a committee composed of three to five NDLA members. It is recommended that members of the committee represent different types of libraries. Members of this committee are ineligible to apply for the grants. The Chair is a non-voting member of the NDLA Executive Board.

PROCEDURES

The Chair of the committee prepares promotional statements to be printed in *The Good Stuff* and posted to the North Dakota library electronic lists. The Chair receives requests for the application forms for the various grants and mails the application forms as requested. The Chair who calls meetings as necessary to evaluate the applications and determine the recipients of the grants receives the completed application forms. A majority vote of the committee members determines the recipient(s) of each grant with the NDLA President's approval.

The Chair of the committee notifies the recipient(s) and reminds the recipient(s) of the need to submit an evaluative report to the NDLA President and said report will be published in *The Good Stuff* prior to the expenditure of funds. The Chair then presents the recipient(s) at the annual conference awards banquet.

THE GRANTS

NDLA Professional Development Grant:

NDLA believes that furthering an individual's skills is beneficial to the North Dakota library environment. Each year general fund monies in the amount of \$500 are budgeted to provide grants to NDLA members. The Professional Development Grant may be used for college or university classroom work, independent study, workshops, conferences, or participation in any other activity that will benefit the library community in North Dakota.

Ron Rudser Memorial Continuing Education Grant:

Ron Rudser was a librarian and library science instructor at Minot State University at the time of his death in 1986. His wife Kay initiated this memorial grant fund. Each year a

minimum of \$250 of conference auction proceeds and interest from Rod Rudser investment funds are budgeted to provide grants to NDLA members. The Ron Rudser Memorial Continuing Education Grant may be used for credit courses, workshops, seminars or pre-conference programs that enhance the education of a practicing librarian in any type of library. Regular conference programs or conventions do not qualify.

M. Vivian Hubbard Memorial Grant:

M. Vivian Hubbard was State President of the Federated Women's clubs in the early 1950's. The Federated Women's Clubs greatly influenced the development of the rural bookmobile program in North Dakota. Hubbard believed in this program and requested that memorial funds at her death be donated to NDLA to further interest in bookmobiles. Each year Hubbard investment funds are budgeted to provide grants to NDLA members. The grant may be used for formal college or university classroom work, independent study, workshops, conferences or seminars, or participation in any other activity that will promote interest in, provide instruction with or *further the work of the bookmobile*.

APPLICATION REQUIREMENTS

1. Applicants need not be currently employed in a library.
2. Applicants must submit an evaluative report to the NDLA Executive Board upon completion of the program and said report will be published in *The Good Stuff*.
3. Grant money will be awarded after the NDLA President has received the evaluative report.
4. No applicant may receive more than one grant per 18 months.
5. A copy of CEU certificate or letter of recognition should accompany the report, if applicable.
6. Applicants must:
 - be North Dakota residents or be employed in North Dakota
 - be current members of NDLA and must have been members for the past two years
 - submit a detailed budget of expected expenses
 - submit a narrative describing personal growth/career
 - development expectations from the proposed program
 - submit printed materials which describe the program

REPORTS

The committee Chair is expected to attend each Executive Board meeting and the annual conference. A written report from the Chair is also expected at each Executive Board meeting and an annual report is given at the annual conference.

BUDGET

The Finance Committee solicits a budget request. The Chair submits the budget request. Provision may be made for travel to Executive Board meetings, copying, postage, and supplies for the committee. The NDLA Finance Committee recommends the amount to

be awarded for each grant. See the current /previous budget for grant allocations.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the “Request for Personal Reimbursement” form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee’s budget can be assessed a share of the cost. By reflecting expenses accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a “Request for Third Party (Vendor) Payment” form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September:

- Incoming Chair receives files from outgoing Chair at the Executive Board meeting immediately following the annual conference. The outgoing chair provides orientation to the position.
- The Chair selects two to four members to serve on this committee.

October:

- The Chair prepares promotional information to be printed in *The Good Stuff* and on the North Dakota library electronic lists.
- The Chair prepares application forms.

November - July:

- The Chair continues to provide promotional information regarding the grants, receives requests for application forms, sends application forms as requested, and receives the completed application forms.
- The M. Vivian Hubbard Memorial Grant may be given at any time during the year.
- The Chair may set a once-a-year deadline for the Ron Rudser and NDLA Professional Development grants. A July or August deadline is recommended so that the grant recipient(s) can be determined prior to the NDLA annual conference.

After the July or August deadline:

- The Chair calls a meeting of the committee members to evaluate the applications and calls for a vote to determine the recipient(s) of the grants. After the recipient(s) have been selected and approved by the NDLA President, the chair notifies the recipient(s).

September - October:

- Presents recipient(s) at the conference awards banquet.

Executive Board approved 9/22/99

Reimbursement statement added by Executive Board 3/22/02

Reimbursement statement revised by Executive Board 12/09/02

Reimbursement statement revised by Executive Board 12/03/04

Reimbursement statement revised by Executive Board 5/30/08