

Procedure for Train the Trainer Scholarship Program Approval & Reimbursement



The Board of Directors created a *Train the Trainer Scholarship Program* in 2023. The objective of the scholarship is to provide a way for members in good standing to receive money to support their attendance at a training program of their choosing to become a club *subject-matter expert*. The money is awarded if the member agrees that upon their return they will provide club training on the topic through a club demonstration, support a club workshop on the topic, and write a newsletter article on their training. As a subject-matter expert, the member can then be called upon at any time to provide advice to other members.

Members use the *Train the Trainer Scholarship Program – Application Form* (available on the club website – www.woodcny.org) to submit their request, detailing the course, its cost, expenses associated with attending the course, and how the course will enhance your woodworking skills and knowledge.

The *Train the Trainer Scholarship Program – Application Form* is used to:

- ✓ Receive Corporation endorsement by obtaining required approvals for participation and justified full or partial reimbursement
- ✓ Ensure expected reimbursed expenditures are budgeted and/or approved
- ✓ Identify the venue and course/event description, including contact information
- ✓ Identify the Woodworkers of CNY member(s) participating in the program
- ✓ Identify contact information for the participant(s)
- ✓ Identify how your participation in this course/event will enhance yours and the organization’s members woodworking skills and knowledge
- ✓ Identify how the benefit will be conveyed to the members and corporation
- ✓ Document the purpose and location of expected resulting events that must be Corporation endorsed

Requests for Corporation endorsement of participation requires Board approval and should be submitted for approval by the responsible member at least 90 days before the scheduled training. Board meetings are held every other month and classes often fill up early, so every effort should be made to submit the document as early as possible.

NOTE:

Referenced Form: Train the Trainer Scholarship Program – Application Form
Reimbursement Form

Motion and first reading: September 27, 2023

Second Reading: _____, 2023

Approved: _____, 2023