

2015 Chapter Stipend Program

Active participation by members helps the Chapter run effectively, provides increased opportunities for networking, and adds value to the membership as a whole. To encourage active participation by its members, the Chapter awards stipends for ALA conferences and educational opportunities each year to those members who complete the required Participation Tracker and submit it by the specified deadline.

Deadline

The majority of the stipends for 2015 will be awarded during a drawing held in early January 2016. All qualifying submissions will be entered into the drawing. Forms should be submitted in early January. A reminder will be sent to the membership when forms are due. Winners of the drawing for a stipend will be notified in January 2016, so they have time to make plans to attend the conference of their choice prior to any early bird pricing deadlines.

Qualification

Members must submit a completed Dallas Chapter ALA Participation Tracker outlining their activities during the year. Submission should be made only by those who wish to attend an educational conference and are able to obtain permission to attend from their law firm or legal department or those who are interested in taking advantage of one of the educational courses offered by ALA.

Those members who earn 100 or more points by participating in various Chapter activities between January 1 and December 31, 2015 will be included in the drawing for a stipend of up to \$750 to cover qualifying expenses (see "Stipend Certificate").

Program Notes

Special drawings may be conducted during the year if additional stipends are made available to the Chapter by ALA International, Regional Management Team, etc.

The frequency of drawings, the numbers of winners, and the amount of the stipends awarded may be adjusted as necessary based on the financial status of the Chapter, the level of interest by members, and other pertinent circumstances at the discretion of the Dallas Chapter Board of Directors.

On occasion, the Chapter has the opportunity to award a stipend to a first-time attendee to a specific conference. In such cases, a special drawing may be necessary to identify qualified members. The Dallas Chapter Board of Directors reserves the right to award a special stipend for extraordinary service to the Chapter or in honor of an extraordinary achievement.

Scholarships provided to Board Members (for attendance at Chapter Leadership Institute) and the Chapter President and Past President (for attendance at ALA Annual Conference & Exposition) are not part of the Stipend Program.

Stipend Certificate

Each winner of a Stipend, whether through the points program or as the result of a random drawing or other method selected by the Chapter Board of Directors, shall receive a Stipend Certificate. The certificate may be used towards:

- Expenses associated with attendance at a single conference of the recipient's choice held in 2016, including but not limited to ALA Business of Law Conferences, ALA Annual Conference & Expo, ALA Law Firm Financial Management Conference, ALA Large Firm Principal Administrators Retreat, or
- Registration fees for e-Learning courses offered by ALA International

Stipend Certificates are non-transferable and will expire on December 31, 2016.

Reimbursement of Stipends Awarded

Any awarded stipend is paid to the recipient's firm or legal department after the conclusion of the selected ALA conference (unless pre-approved by the Chapter Board of Directors in advance of the selected ALA conference).

All requests for reimbursement must be received by the Chapter's Treasurer within 30 days of the conclusion of the selected ALA conference and include all applicable receipts and documentation substantiating the expense.

Qualifying Expenses for Stipend Certificate

The Stipend Certificate outlines the covered expenses up to \$750 as follows:

- Early bird registration (even if registration is purchased after the early bird deadline, only the early bird registration amount is reimbursable). *Guest registration fees are not eligible for reimbursement.*
- Coach roundtrip airfare (between Dallas and the designated conference airport) OR actual vehicle mileage at the current IRS allowable rate.
- Ground transportation (round trip shuttle / taxi between hotel and airport).
- Airport parking (at home airport for days of conference only).
- Hotel accommodations (at the ALA-contracted hotel or ALA-designated overflow hotel for the days of the conference only and at the standard single-occupancy rate negotiated by ALA – see note below).
- For purposes of this stipend, “days of the conference” refer to the following:
 - For Airport Parking: airport parking is reimbursed for the specific days that educational sessions are held, the day before the conference if the first educational session begins prior to 10 a.m. on the following day or the welcome reception occurs that evening, and the day after the conference if the last educational session finishes after 4 p.m.
 - For Hotel: hotel expenses are reimbursed for each night that educational sessions are held during the day (except the last day of the conference unless the last educational session finishes after 4 p.m.) and the night before the conference if the first educational session begins prior to 10 a.m. on the following day or the welcome reception occurs that evening.