

## Metronet Scholarship Policy

Metronet endorses career development by supporting members who wish to attend continuing education and professional programs in library/media or other job related fields. Scholarship funds will be awarded as an incentive for individual growth and development.

1. Scholarship applications must be received prior to the training/event to be attended. Scholarships will not be awarded retroactively.
2. Scholarship applicant must be an employee of a Metronet member library.
3. Eligible expenses may include, but are not limited to:
  - a. Registration/tuition fees
  - b. Lodging
  - c. Meals
  - d. Transportation/mileage (Mileage is for the use of a personal vehicle – only one person in a vehicle may request mileage)
  - e. Parking
  - f. Cost of a substitute to cover while applicant is at an event
  - g. Required books/publications
4. Individuals may apply for up to \$350.00 per Metronet fiscal year (July 1 – June 30).
5. Scholarship policy, guidelines and budget will be set by the Metronet Governing Board. Reimbursement for travel expenses are governed by the Metronet Travel Expense Policy.
6. Requirements of recipients include:
  - a. **Receipts are required for all expenses.**
  - b. Recipients will submit a 100-200 word signed article for the Metronet website about the event they attended. The article should include a review of the event and/or highlights of what was learned and will be useful on the job. The article is subject to editing by Metronet staff and will be published as space allows.
  - c. **Receipts and article must be received by Metronet within thirty (30) days of the completion of the event.**
  - d. The scholarship recipient is responsible for requesting reimbursement – the check will be made payable only to that person.
7. Scholarship applications will be reviewed by Metronet staff and the Metronet Governing Board and are awarded on a competitive basis. Award decisions will be based on the amount of funds available vs applications received, past scholarship(s) received by applicant(s), and merit of the event being applied for. Possible results of application review are:
  1. Award full amount requested
  2. Award less than full amount requested
  3. Deny application

Applicants will be notified in writing of the action taken on their application.

Questions? Please contact the Metronet office for assistance.



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<http://www.metrolibraries.net>

## Metronet Scholarship Application

1. Applicant info (If awarded, payment will be mailed to this person/address)

Name \_\_\_\_\_

Contact Address \_\_\_\_\_

City/St/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Library \_\_\_\_\_ Work phone \_\_\_\_\_

Position title \_\_\_\_\_

2. Description of training/event being applied for (including date(s) and location). If available, attach a copy of event brochure or agenda, etc.

3. Describe how attending this training/event will benefit you, your library, and Metronet

(continued)

4. Projected expenses: (Please note that the last two columns are for office use)

<b>Expense Category</b>	<b>Estimated Total Cost</b>	<b>Amount Requested (\$350 max)</b>	<b>Amount Approved</b>	<b>Office use</b>
Registration or Tuition				
Transportation*				
Lodging				
Meals				
Substitute				
Parking				
Required Materials				
Other (specify)				
Other				
Other				
<b>TOTAL</b>				

\* Mileage is for the use of a personal vehicle only, and only one person in a vehicle may request mileage. In lieu of a receipt a Google or Mapquest sheet showing mileage may be used.

Signature of applicant:

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Signature

Date

**RECEIPTS AND BRIEF REPORT FOR NEWSLETTER MUST BE SUBMITTED TO THE METRONET OFFICE WITHIN 30 DAYS OF COMPLETION OF EVENT TO RECEIVE PAYMENT**