



Sponsorship Policy

CIPHI Newfoundland and Labrador Branch Fall Workshop CIPHI Annual Educational Conference

1. Objective

The Sponsorship Policy is designed to provide monetary assistance to CIPHI Newfoundland and Labrador (NL) Branch members to attend either the CIPHI NL Branch Workshop or CIPHI National Annual Educational Conference.

A maximum of \$1000 dollars will be awarded to each successful recipient. These funds may be used for registration, travel, accommodation and subsistence expenses.

2. Eligibility and Criteria

In order to be considered the following criteria must be satisfied:

- The candidate must be a regular member-in-good standing of the Canadian Institute of Public Health Inspectors (NL Branch).
- Completion of the application form.
- A photocopy of the candidate's Certificate in Public Health Inspection (Canada).

Please note that all documentation must be received by the President of the Canadian Institute of Public Health Inspectors (NL Branch) no later than 60 days before the conference/workshop.

3. Application

The Application Form and all supporting documentation must be submitted to:

CIPHI (NL Branch)
c/o Chris Hart, President
8 Myers Avenue, Suite 201
Clareville, NL
A5A 1T5

4. General Policy

- Up to two successful applicants will be chosen annually. If there are more than two applicants who meet the selection criteria, a draw will be held to determine the two who will receive sponsorship funding.
- The recipient(s) must be a member-in-good standing of the Canadian Institute of Public Health Inspectors (NL Branch) at the time of application.
- Priority will be given to practicing members over other (e.g., retired or student) branch members.
- The Executive will decide on the number of recipients taking into consideration fiscal responsibility.
- Those drawn may only use the funding for the CIPHI AEC or NL Branch Fall Workshop in the calendar year of the draw. For example, if approved in August 2009, the funds must be used for eligible educational opportunities from August 1 2010 to December 2010.
- Recipients may not be eligible for funding for two years following their name being drawn. For example, name is drawn in 2010, cannot apply again until 2012.
- The money will be reimbursed to the recipient after their attendance at the educational workshop or conference and after a written report is submitted to the NL Branch Newsletter Editor.
- Expenses will be paid according to the rates and conditions of the NL Branch. Original itemized receipts are required.
- Expenses will be covered up to \$1000. If expenses total less than \$1000 the difference will not be paid to the attendee.
- The expenses being claimed through the NL Branch must not be claimed or covered by any other means including, but not limited to the employer or a professional development account.
- The recipients' names may be posted on the NL Branch Website and printed in the NL Branch Newsletter informing the membership.
- The Executive of CIPHI (NL Branch) will review, assess, and modify this policy as necessary to reflect the philosophy and best interests of the Branch and its' membership.



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Application Form

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c/o Chris Hart, President
8 Myers Avenue, Suite 201
Clareville, NL
A5A 1T5

Or by e-mail to chart@gov.nl.ca

Please Print

Name of Applicant:	
Address:	
City/Town:	Postal Code:
Title of Educational Opportunity:	
Anticipated Expenses:	
Date(s):	Location of Opportunity:
Have you been a recipient of this funding before? If so, when?	
<i>For Office Use Only</i>	
Date Application Received: _____	
Application Form	Supporting Documents