



Kevin MacKinnon Education Fund

Application Guidelines

The Kevin MacKinnon Education Fund is a restricted fund that serves to provide education opportunities for lake advocates who desire to increase their natural resource knowledge and enhance their leadership capabilities.

Application Guidelines:

- A candidate must be a member of/or sponsored by a member in good standing of the WCLA.
- Request for Fund monies must be in writing and submitted to the WCLA Secretary at least 4 weeks prior to the event. A copy of the event promotional material must accompany the request.
- The application will be reviewed by the WCLA Board of Directors
- Within two weeks following receipt of the application, the reviewing board will provide written notification of its funding decision.
- Event fees and expenses will be reimbursed from the Fund as follows:
 - Registration and workshop fees up to \$125.00
 - Per Diem lodging allowance of \$50.00
 - Per Diem meal allowance of \$25.00
- Within 4 weeks following event attendance, a written summary report of the seminar/conference/symposium will be submitted by the candidate to the President of WCLA.
- Reimbursement from the Fund will be made following the submittal of appropriate receipts and expense documentation per WCLA requirements.
- More than one award to a recipient in any time period may be made at the discretion of the WCLA Board of Directors.
- A single event award may not exceed \$500.00



Walworth County Lakes Association

Conferences and Workshops

The MacKinnon Fund provides financial assistance for lake advocates who wish to attend a conference or workshop related to natural resource/lake/river protection. Walworth County Lakes Association promotes the growth and knowledge of its membership that expands the educational and resource goals of the organization.

Applicants are asked to answer the following questions briefly **and** complete the attached budget:

Applicant Name:

Event:

Dates of Event:

Location:

- 1) In what capacity will you be participating? (i.e. presenter, panelist, session chair poster presentation, attendee)
- 2) What is the relevance of this conference to Lake Advocacy locally, regionally and/or statewide?
- 3) How will you share the information you have learned?
- 4) Would you be willing to present your learning experience at a WCLA meeting?
- 5) Will you provide copies of the key presentations to other WCLA members?

Budget:

Registration – per day or full conference _____

Workshop expense _____

Meal expense/day _____

Car mileage: ____ miles x (current rate) _____

Lodging (room rate & tax only) _____

Other _____

SUBTOTAL _____