

Substitute Librarian Training Fund Information and Guidelines Librarians' Guild AFSCME Local 2626

The Librarians' Guild is pleased to extend the Substitute Librarian Training Fund. The Substitute Librarian Training Fund establishes a yearly recurring fund that reimburses training, membership or conference fees for Subs, encouraging professional development and resume building. Please read the below carefully, and contact sublibrarians.librariansguild@gmail.com if you have any questions.

What is being offered:

The Substitute Librarian Training Fund offers applicants two awards:

- Up to \$300 in reimbursement for a single training, membership or conference.
- Up to \$750 in reimbursement for a single conference and associated travel and lodging. This award is limited to two recipients.

Who is eligible:

This fund is available to Substitute Librarians who have been members of the Librarians' Guild for at least 6 continuous months prior to the date of application and have paid dues to the Guild within the past 12 months.

How to apply:

Applicants can apply for both awards, but may only receive funding for one. If you are interested in applying for both awards, please do so with the same application.

The application period will be open from October 28th to December 31st and must be applied to a training, membership or conference occurring in the following twelve months, including those that occur during the application period.

Expectations for applicants:

A statement will accompany the application, demonstrating the utility of the training under the following criteria:

- a. How does this membership, training or conference benefit the applicant's career as an LAPL librarian?
- b. How does this membership, training or conference relate to public librarianship?

Expectations for award recipients:

All applicants will be notified by email two weeks after the application period closes whether they have been approved for the award. Approval is determined by a three member committee composed of members of the executive board.

Applicants who are awarded the funds are expected to either write a short statement for the Guild's publication *The Communicator* describing what they learned from their experience or

briefly present what they learned from their experience at a Guild Membership Meeting.

Award recipients must track and report any expenditures they expect to be covered by the fund. The award will be sent as reimbursement after submitting a statement for *The Communicator* or presenting at a Guild Membership Meeting.

Please note:

The fund is currently limited to \$5000 - if requests exceed this total, approved applications will be chosen via lottery. This means that it's possible that not all applicants will receive funding.

The \$300 award is meant to solely cover the costs associated with the training, membership or conference, while the \$750 award can cover associated travel and lodging. For each award, any unspent money will go back to the fund for other applicants.

If funds are not exhausted, applications will reopen and be promoted within three months.

The application is located [HERE](#):

<https://docs.google.com/forms/d/e/1FAIpQLSfw6FIT6uDGgF7FI4BIL65ReCeg6sdu7MNwV3MI7qmxrbVnA/viewform?vc=0&c=0&w=1&flr=0>