

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 per calendar year.

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.

-An applicant can only receive approval for funds once per calendar year.

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 must be for 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 within three weeks after the application has been submitted whether they have been approved for the award. Approval is determined by a three member committee composed of:

- Vice President of Education and Training
- Membership Chair
- Vice President of Political Action

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.

The application is located HERE:

<https://docs.google.com/forms/d/e/1FAIpQLSfw6FIT6uDGgF7FI4BIL65ReCeg6sdu7MNwV3MII7qmxrbVnA/viewform?vc=0&c=0&w=1&flr=0>