



INDIANA OFFICE OF COURT SERVICES

Court Improvement Program

Professional Development Scholarship Program

Please complete the application and save a copy to your computer. The application should be submitted via the Indiana Courts Portal at <http://portal.courts.in.gov>, see <https://www.in.gov/judiciary/5239.htm> for details. Please include a copy of the brochure or agenda.

Section I. APPLICATION					
Date		Applicant Name			
Court					
Address					
City		State		Zip	
Phone		Email			
FUNDING REQUESTED FOR CONFERENCE OR TRAINING					
Conference/training to be attended					
Conference/training date					
Conference/training location					
Conference/training provided by					
Please describe how this conference/training will help improve your Professional Development:					
Estimated costs to attend program			Reimburse To		
Expense	Judge	County			
Registration/Tuition Fee	\$	\$			
Travel expenses to/from	\$	\$			
Lodging	\$	\$			
Total Estimate	\$	\$			
FUNDING REQUESTED FOR MEMBERSHIP IN PROFESSIONAL ORGANIZATION					
Name of Professional Organization					
			Reimburse To		
Expense	Judge	County			
Membership Fee	\$	\$			

Signature _____

Date _____

For Judicial Agency Use Only

Grant Manager		Date	
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Section II. SCHOLARSHIP GUIDELINES

This scholarship program is intended to assist Judicial Officers with Juvenile Court Jurisdiction in their professional development, through attendance at seminars, conferences, meetings or other programs, and/or for the cost of membership in national child welfare related professional organizations (i.e. National Council of Juvenile and Family Court Judges). Scholarships will reimburse expenses up to \$3,000. Meals are not a reimbursable expense. The scholarship requires a 25% match, which may be in the form of cash or in-kind contributions (i.e. the value of the judicial officer's time attending the seminar, conference or meeting).

Section III. PROCEDURE GUIDELINES

1. Applicants must submit a Professional Development Scholarship Application, which is available from the Indiana Supreme Court, Court Improvement Program.
2. Applications must be approved prior to attendance or prior to joining the professional organization.
3. Applications may be completed and submitted electronically or by fax; however, any approval cannot become official until the Court Improvement Program receives the original signed application.
4. If the application is approved, applicants will receive a letter of approval, a copy of the approved application, and an expense documentation form from the Court Improvement Program.
5. Expenses are to be documented on the expense form and will be reimbursed subject to these published Reimbursement Guidelines. Original receipts are to be submitted with expense form.

Section IV. APPROVAL GUIDELINES

APPROVAL: Scholarship requests will be approved at the discretion of the Chief Administrative Officer.

Section V. REIMBURSEMENT GUIDELINES

LENGTH OF STAY:

1. The standard length of stay = Conference Days + 1. (e.g., 3-day conference = 4 days lodging)
2. A longer stay may be authorized to save on airfare but must be documented and approved prior to trip.
3. Additional days must be pre-approved or at own expense.

TUITION: Conference or Training registration fee.

AIR TRAVEL: Best available rate expected. Airfare is capped at \$500 unless applicant demonstrates a reasonable extenuating circumstance for any additional cost.

TRAVEL (In-State and Out-of-State):

1. Mileage will be calculated per Indiana Supreme Court procedures. See the Indiana Department of Administration web page at <http://www.in.gov/idoa/2459.htm> for further information.
2. One-way car travel over 500 miles must be pre-approved by IOCS.

LODGING COST: State standard is encouraged. Excess of state standard must be pre-approved. Meals and room services are not reimbursable.

RENTAL CAR:

1. Standard length of rental = Conference Days + 1.
2. Additional days must be pre-approved or at own expense.
3. Rental cars of larger than mid-size must be pre-approved by IOCS.

PARKING:

1. Standard airport length of stay = Conference Days + 2.
2. Additional days must be pre-approved, or they will not be reimbursed.

MEMBERSHIP: Membership fees/dues

Please be aware that a portion or all your scholarship may be taxable if paid directly to you rather than your county. Consult a tax professional for clarification.

Questions, comments and requests for assistance may be directed to the Indiana Office of Court Services, Court Improvement Program. Scholarship form is available at: www.in.gov/judiciary/iocs.