

CRITERIA FOR WODL WORKSHOPS

- ▶ Group must be a member in good standing of WODL
- ▶ The Workshop Committee Chair must receive applications by October 31 of each fiscal year. Applicants will be notified by November 30 of the Committee's decisions.
- ▶ If there is a balance remaining in the training fund after November 30, further applications will be accepted up to February 01. Applicants will be notified by March 01 of the Committee's decisions.
- ▶ WODL will provide financial assistance to a *maximum* of \$200 per *approved* workshop.
- ▶ WODL expects the group and/or attendees will share the expenses of the workshop.
- ▶ Complete budget must accompany each application.
- ▶ One person from group must be designated as contact with WODL
- ▶ WODL Workshop Chair must be informed *immediately* if workshop is postponed or cancelled for any reason.
- ▶ Other WODL members *must* be invited to participate. Groups sponsoring workshops must provide information about the workshop to the WODL web site and editor of the WODL newsletter. (** See addresses below)
- ▶ A copy of the contract with the resource person must be received by WODL Workshop Chair two (2) weeks prior to the date of the workshop.
- ▶ A Final Report, complete with financial statement and receipts, shall be submitted to the WODL Workshop Chair. The WODL Workshop Chair shall forward this to the WODL Treasurer, who shall then issue a check for the approved grant.

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