



CWC Patricia M. Thornton Educational Fund Application

Purpose

CWC offers the Patricia M. Thornton Educational Grant to Local Chapters who provide training at the local level to their members.

Eligibility

Available to active local chapters to use in supplementing their educational activities. 2/3 of training attendees must be CWC members to be eligible for the the grant. Requests must be made within 30 days of the training activity.

Refreshment costs are not allowable.

Process

Each chapter may apply once for a maxium of \$300 within a fiscal year. Review & complete the application on the following page with special attention to required documentation listed on item 8 of the application.

Email with all documents to cwc.bybee@gmail.com
The Bybee Board will review the application and respond.
If approved, the CWC State Treasurer will make payment.



CWC Patricia M. Thornton Group Education Grant Application

- 1. Applying Local Chapter _____
- 2. Local Chapter President _____
- 3. Address _____ City _____ State ____ Zip _____
- 4. Office Phone _____ Home Phone _____
- 5. Personal Email: _____

- 2. Name of Trainer _____
- Address of Trainer _____ City _____ Zip _____

3. Program Title _____

4. Program beginning date _____ Program ending date _____

5. Total members participating _____ Total participants _____

6. Total amount requested _____

7. Send check to () Local Chapter President () Trainer

8. Include the following documentation:

- a. Expense breakout of cost of training (not including refreshments), receipts & description of training costs. Complete and include Patricia M. Thornton Education Fund Expense Voucher form and Reimbursement Checklist form found on CWC Website Members Only – Resources page. Both forms are fillable.
- b. Summary of program objective (flyer will suffice if included on the flyer.)
- c. Training description (if not included on the flyer.)
- d. Final list of attendees with membership verified (include sign-in sheet or zoom meeting attendee report.)
- e. Send training materials (recordings, mp4 file, books, handouts, etc.) to website administrator to post – mktg.cwc@gmail.com.

9. Local Chapter President Signature _____

Send application with scanned and/or attached documentation to the Bybee Board within 30 days of completion of the educational training to cwc.bybee@gmail.com