

EXHIBIT B

THE VILLAGE CLUB ENRICHMENT FUND EMPLOYEE CONTINUING EDUCATION GRANT

The Village Club Enrichment Fund was established through the generosity of The Village Club members. The purposes of the Enrichment Fund include supporting lifelong learning and enrichment opportunities for The Village Club community. Such opportunities may be offered in the form of programs offered to members, their guests, and the community at large.

Because the community of The Village Club naturally encompasses its employees, The Village Club Enrichment fund will, as funding is available, honor requests from staff.

Under the organizational structure of The Village Club Enrichment Fund, grants may be awarded to employees to cover registration fees associated with continuing education opportunities, including conferences, workshops, and classes. Tuition, materials, and travel expenses, including hotels, transportation, and food, are not eligible for reimbursement.

Application and Payment Processes

Applicants must provide requested information by completing The Village Club Enrichment Fund Employee Continuing Education application set forth in Exhibit B.

Each request for reimbursement or advance payment of registration fees for educational events must be accompanied by the application and a brochure or other information about the event.

Requests for reimbursement require the applicant to submit a receipt for payment made to the sponsoring organization.

Advance payment will be made directly to the sponsoring organization.

Other Information

Grants, the number of grants, and the amount of each grant shall be determined at the sole discretion of The Village Club Enrichment Fund Board of Directors. Where possible, grant applications will be accepted on a rolling basis.

[Please Print or Type Required Information]
APPLICANT INFORMATION

Name: _____

Email: _____ Cell phone: _____

Hire Date: _____ Current Employee Department: _____

Grant Request Information

Program/Event/Workshop Title/Organization: _____

Location: _____ Date(s): _____

Please attach an informational brochure or printout from a website that provides details of the event for which you are seeking registration funds.

Registration Fee: \$ _____

Grant Payment Information

Check should be payable to: _____

Name of Organization/Employee

_____ Street/PO Box

_____ City/State/ZIP

**If applicant is seeking reimbursement, a receipt from the organization must be attached to this application.*

APPLICANT CERTIFICATION

If time away from regularly scheduled work hours is required to attend this event, approval has been received from the appropriate Village Club Supervisor or General Manager. I understand The Village Club Enrichment Fund can only grant funding for registration and will not consider funds for tuition, transportation, lodging, meals, materials, or other fees, and such fees are not included in the grant request.

Employee Signature

Date

Supervisor/General Manager Signature

Date