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**National WIC Association Member Benefit Fund Program
2020 NWA Annual Education and Training Conference and Exhibits
Application Checklist**

Purpose

The National WIC Association is offering its members the opportunity to apply for scholarships to [NWA's 2020 Annual Education and Training Conference & Exhibits](#) May 17-20, 2020, in New Orleans, LA.

Eligibility

- Currently employed WIC agency/clinic staff member.
- Current membership with NWA (this is likely an agency-level membership).

If you are interested, you will need to:

- Submit a Member Benefit Fund Application** (attached), which includes approval from your Supervisory Academic Professional/WIC Director or Coordinator to ensure your participation does not interfere with the provision of WIC services.
- Include a Personal Statement** supporting your interest in your participation; what you hope to gain from attending the conference or training and what benefit(s) will your WIC program receive by your participation? We ask that you keep your statement length to 300-500 words.
- You agree to **attend the full conference** (Noon Sunday, May 17th through 12:30 pm Wednesday, May 20th, 2020).
- You will need to **retain receipts** for travel reimbursement to include ground transportation (to and from home, airport/train station and hotel) and air carrier luggage fees. You will need to submit an NWA Reimbursement Request form with these travel receipts within 30 days after the conference.
- You will be reimbursed for meals, not provided by NWA (daily breakfast and sponsored meals) at the federal per diem rate. **You do not have to submit receipts for these meals.**
- After the conference, you agree to **submit a synopsis of some high points** of the conference and **one concept, idea or tool that you learned** that you can put into practice. This is to be submitted to NWA within 30 days of the conference.
- To increase your chance of being awarded, **please review your application for completeness and your personal statement for any errors.** You may wish to ask a co-worker review to ensure your ideas are well communicated.

Please submit your application packet by midnight pacific std. time **Monday, February 3rd, 2020 to MemberBenefitFund@nwica.org.**

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED. USE THE CHECKLIST PROVIDED ABOVE TO MAKE SURE YOU SUBMIT A COMPLETE APPLICATION PACKAGE.

Scholarships will be awarded as funds are available and based on the number of applications received.

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National WIC Association
Member Benefit Fund Application – [NWA's 2020 Annual Education and Training Conference & Exhibits](#)

Please provide the following information

Agency Name
Agency Type (Please check ALL that apply) <input type="checkbox"/> State/U.S. Territory (non-ITO) <input type="checkbox"/> ITO <input type="checkbox"/> Local
Agency Location <input type="checkbox"/> Urban <input type="checkbox"/> Suburban <input type="checkbox"/> Rural
Agency Address
Agency Average Monthly Caseload for 2019

Applicant Contact Information

Name:	Title:
Phone:	E-mail:
Address:	City:
State:	Zip Code:

Applicant Areas of Interest

What are your specific areas of interest? (Please check all that apply) <input type="checkbox"/> Breastfeeding <input type="checkbox"/> Health Equity <input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Community Health <input type="checkbox"/> Food Retail <input type="checkbox"/> Community Engagement <input type="checkbox"/> Federal Policy <input type="checkbox"/> State Policy <input type="checkbox"/> Local Policy
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Travel/Hotel

Lodging (indicate number of nights requested. <i>Note: Hotel room nights are limited to May 16th-May 20th</i>)	# of Nights (up to 4) _____
Daily Per diem may include two travel days and 3 full days.	# of Full Days (up to 3) _____
Please note: Air/Train travel will be arranged via NWA travel agent once scholarship is approved.	

Additional Questions

Is this your first time applying for a scholarship with NWA?

Yes
 No

If no, did you receive a scholarship?

Yes
 No

If a scholarship was received, please indicate the type and year?

Washington Leadership Conference - Year _____

Annual Education & Training Conference - Year _____

Biennial NWA WIC Technology, Program Integrity, and Vendor Management Education & Networking Conference and Exhibits - Year _____

Biennial Nutrition Education & Breastfeeding Promotion Conference and Exhibits - Year _____

Other _____ . Year _____

Have you been to an NWA conference before?

Yes
 No

If yes, which conference(s) have you attended?

Washington Leadership Conference - Year _____

Annual Education & Training Conference - Year _____

Biennial NWA WIC Technology, Program Integrity, and Vendor Management Education & Networking Conference and Exhibits - Year _____

Biennial Nutrition Education & Breastfeeding Promotion Conference and Exhibits - Year _____

Other _____ . Year _____

Given the number of limited slots, would you be able to attend this conference without a scholarship?

Yes
 No



The information I have provided is accurate. I agree to follow the terms of the guidance document and submit a summary. Should I be unable to participate, I will notify NWA as soon as possible and return any disbursed funds.

Signature:	Date:
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Supervisor's/WIC Coordinator's or Director's Support

Applicant has my approval to participate in this Education Opportunity or Conference.	
Name:	Title:
Signature:	Email:



Personal Statement

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Please write a Personal Statement supporting your interest in attending and what you hope to gain from attending the conference or participating in the conference or educational opportunity. Please keep the length of your response to 300-500 words.



NWA Office Use - Funding Request Status:

<input type="checkbox"/> Approved <input type="checkbox"/> Amount \$ _____	<input type="checkbox"/> Denied Reason
Member Benefit Fund Chair Name:	Title:
NWA Staff Name:	Title:
NWA Staff Name:	Title:
Applicant Notification Date:	