

**DOCUMENT OF POLICY
NORTHERN CHAPTER, CLEARS**

SCHOLARSHIPS

Policy: The Northern Chapter supports continued training offered by the CLEARS organization. To this end, provides scholarships to individual members to assist them in attending the Annual Training and Technology Conference.

- I. The number and type of general fund scholarships available are determined by the Northern Chapter Board of Directors, based on fund availability and coordinated through the Treasurer.
 - A. Two General Fund Scholarships.
 1. Full Scholarship: Funds the cost of Registration for the Annual Training and Technology Conference and lodging costs at the conference facility, including all taxes. The recipient is responsible for additional meals or personal expenses.
 2. Partial Scholarship: Funds the Annual Training and Technology Conference Registration fee or lodging.
 - B. State Board Scholarship:
 1. Partial Scholarship: Funds the Annual Training and Technology Conference Registration fee.
 - C. The applicant must meet the following criteria to qualify:
 1. The applicant must meet the definition of an Active Member or Associate Member of CLEARS, with dues fully paid.
 2. The applicant must have work experience of one (1) year as a records supervisor, or work in an equivalent position of responsibility.
 3. The applicant must have attended at least six (6) CLEARS meetings during the previous year. This requirement may be satisfied if the member agency has sent different individual representatives to at least six (6) CLEARS meetings during the previous year.
 4. The applicant must provide a letter, on agency letterhead, from the head of the agency (Chief of Sheriff) to the CLEARS Northern Chapter.
 - a. The letter must state the agency's inability to fund the applicant's attendance to the Annual Training and Technology Conference.
 - b. The letter must guarantee the approval of time away from work to allow the applicant to attend.
 - c. The letter should describe the type of scholarship desired, either Full or Partial.

The Board of Directors will provide an application form to the general membership at least six (6) months prior to the annual Annual Training and Technology Conference, deadline for receiving the application and letter from the applicants shall be July 1st.

- D. The Board of Directors will grant the scholarships and notify the successful applicant(s).
- E. The Board of Directors shall direct the Treasurer to make appropriate disbursements of funds.
 - 1. Registration fees will be paid directly to the host agency of the Annual Training and Technology Conference.
 - 2. Lodging costs shall be paid by a check to the member applicant. It is the responsibility of the member to use the funds appropriately as payment for lodging costs.

II. THE DARLENE TSUE MEMORIAL SCHOLARSHIP

- A. The scholarship will be funded from the Northern Chapter Hospitality Funds. It grants an amount of money that provides full reimbursement to the agency of the recipient for attendance to the Conference.
 - 1. The amount will be computed and based on full registration, lodging, meals not covered by the registration fee, and travel costs, i.e., airfare, mileage at the current POST rate if a personal car is used.
 - 2. The Treasurer will issue a check from the general fund, deducted on the accounts ledger from the Hospitality income.
 - 3. The check will be made to the order of the member agency.
 - 4. The recipient shall submit a CLEARS expense claim with receipts to the Treasurer no later than 30 days after the end of the Conference.
 - 5. The check will be provided to the recipient no later than 30 days after the CLEARS expense claim with receipts has been received by the Treasurer.
- B. Eligibility
 - 1. Granted to one Active or Associate Northern Chapter member/member agency based on the individual member's outstanding leadership, commitment, and/or participation during the previous year.
- C. Nominations of candidates
 - 1. Nominations from the general Northern Chapter membership will be accepted and considered by the Board of Directors.
 - 2. Solicitation of nominations will begin three months prior to the annual Annual Training and Technology Conference.
 - 3. Nominations will be held in confidence, the Board of Directors will make the final decision on the recipient.

- D. The Board of Directors will establish that the recipient's agency will support the scholarship with approved leave and travel expenses prior to the announcement in confidence.
 - E. Announcing the Scholarship
 - 1. The recipient of the scholarship will be announced at the monthly meeting held in July.
 - 2. The recipient will receive a plaque at the monthly meeting following the Conference.
- Section 7. A scholarship grant program is established wherein the ~~conference~~ **seminar** registration fee may be waived **for one (1) member in each Chapter.** ~~in the Annual State Training Conference Operating Chapter and Policy Statement~~ **Procedures are outlined in the Document of Policy and Procedure.**



CALIFORNIA LAW ENFORCEMENT ASSOCIATION OF RECORDS SUPERVISORS

Northern Chapter 2009 Seminar Scholarship Application

1. Name: _____

2. Agency: _____

3. Address: _____

4. Title/Position: _____

5. Length of Time at Above Position: _____

6. Membership Status:

Active: ____ Associate: ____

7. Did you attend at least 6 meetings during the previous calendar year?

Yes ____ No ____

8. Type of Scholarship Requested:

Partial _____ (*Registration OR Lodging*)

Full _____ (*Registration AND Lodging*)

Please make sure to attach a letter from your agency head stating that they are unable to pay for your attendance to this year's Seminar and that your attendance is guaranteed.

Please mail your application and letter no later than July 1st to:

Linda Wolfe
UC Santa Cruz Police Dept.
1156 High Street
Santa Cruz, CA 95064

Helen Stevens
Concord Police Dept.
1350 Galindo St.
Concord, CA 94520