

GUIDELINES

Classis GLA – Leadership Training Scholarship Fund

(As of September 2008, we will use a single Request/Report form.)

1. Applicant must complete a one page “Classis GLA - Leadership Training Scholarship Request/Report form (the Report section will be completed after the event, so keep a copy of your submission). If multiple applicants for the same event, please use one form and list each applicant.
2. The scholarship fund coordinator (a member of the GLA Leadership Development team) will process each request and will report to the LDT on the applications received and the status.
3. Classis GLA will pay up to 50% of the registration cost for up to 10 scholarships per church per year for any appropriate ministry training event.
4. Any church in Classis GLA may have an applicant apply to receive scholarship funds.
5. Applicants must complete and submit the one page “Classis GLA - Leadership Training Scholarship Request/Report form before their scholarship funds are sent to their church.
6. Classis GLA Treasurer will send a check to the applicant’s church.
7. Maximum scholarship amount per person per event is \$400. This will cover an event where the registration cost is \$800.

PROCEDURE

Step 1 – Applicant fills out form, “Request/Report for Leadership Training Scholarship” form.

Step 2 – Applicant gets approval of Pastor or Council member and their signature on the form.

Step 3 – Applicant mails (email preferred) form to the LDT scholarship fund coordinator (name and address on the form)

Step 4 – Applicant (please provide an email address) will receive a confirmation stating approval of their request.

Step 5 – Applicant attends leadership-training event.

Step 6 – Applicant fills out the “Report portion of the form and sends (email preferred) it to LDT scholarship fund coordinator.

Step 7 – Applicant’s church will receive a check from Classis GLA treasurer within 30 days of receipt of Report.