

Karl E. Bybee Educational Grant Program

SEE PAGE 2 FOR GENERAL INFORMATION

MEMBER APPLICATION

CHAPTER APPLICATION

Member Information	First name :		Last name:	
	Membership Number:		E-Mail addr:	
	Mailing address:			Apt #:
	City:		State:	Zip:
	Home phone #: () -		Work phone #: () - ext:	
	Name of sub-Chapter:			Length of membership:
	Amount of grant requested: \$.			
	Training course title:			
	Training organization: mailing address:			
	City:		State:	Zip:
	Training location address:			
	City:		State:	Zip:
	Dates of training:			
	Your Current Classification/Occupation:			
Your Desired Classification/Occupation: <i>(if the course taken is for upward mobility or another position, please explain)</i>				
Training benefits: <i>(How did this course enhance your skills or help you achieve your goals? if you need additional space, use the back of this form or an additional sheet)</i>				
This grant will be used for:				
Tuition		Other		
If other, explain:				
For Chapter application only	Name of Chapter Representative:			
	Position:			
	Speaker:	\$.	Materials:	\$.
	Printing:	\$.	Travel:	\$.
	If other, explain: <i>(if you need additional space, use the back of this form)</i>			

MANDATORY:

Please attach a copy of the program description, proof of completion, and receipt for payment.

Complete this form, include all documentation and mail, e-mail or fax a copy to each trustee:

BYBEE TRUST BOARD
Sherrill Longworth
 2526 Mobley Street
 San Diego, CA 92123
 FAX (619) 266-6182
 slongwor@edd.ca.gov

BYBEE TRUST BOARD
Irma Kong
 3867 N. Tollhouse Rd.
 Fresno, CA 93726
 FAX
 isantos@mail.fresnostate.edu

BYBEE TRUST BOARD
Mary Upp
 25938 Kay Ave., #233
 Hayward, CA 94545
 FAX
 maryu66@me.com

Signature: _____
 Rev. 11 (081811)

Date _____

GENERAL INFORMATION

Purpose:	The Karl E. Bybee Grant educational grant is designed to provide financial assistance to the International Association of Workforce Professionals (IAWP) members who want to enhance their skills, knowledge, and abilities in the field of employment security .
Eligibility:	An applicant must be a member of the California Chapter of IAWP for at least one year .
Awards:	BYBEE trustees can approve grant requests up to \$400 or two grants per member, per fiscal year , whichever is less. Any request over that amount must be approved by the Executive Board of the California Chapter, IAWP.
Procedure:	Once a training course has been completed, application forms with required documentation are to be submitted by the applicant (member or chapter) to each of the three BYBEE trustees. You can mail, e-mail (scanned documents with signatures), or fax the application and supporting documents. Two of the three trustees must approve the grant request. In special situations, a BYBEE trustee may give tentative approval of the training course prior to completion. Payments will not be made until after the course has been completed and the Board has received proper documentation.
Payment:	The Treasurer of the California Chapter IAWP makes payment for an approved educational grant.
Exceptions:	Grants may not be used for institutes, conventions, books, or college matriculation purposes or to obtain a degree. The number of grants available is based on the solvency of the BYBEE Trust Fund.
Questions:	For more information, contact your local sub-Chapter President, or e-mail your questions to: BYBEE TRUST BOARD MEMBERS Sherrill Longworth, slongwor@edd.ca.gov Irma Kong, isantos@mail.fresnostate.edu Mary Upp, maryu66@me.com