

**Application Form
for
CONTINUING EDUCATION**



This application form, completed in full, is required to be eligible for consideration of funding support.

Funding from Clark Education Fund

- This application form and relevant supporting documents, shall be submitted to the Chair of the Ministry and Personnel Committee no later than 1 month prior to the activity or expected imbursement.
- Upon completion of the activity you are required to submit a report to the Ministry and Personnel Committee. You may be asked to present your report to the M&P Committee, Council or the congregation.

Funding from annual budget accounts

- This application form and relevant supporting documents, shall be submitted to the Chair of the Ministry and Personnel Committee as soon as possible prior to the activity or expected imbursement.
- You may be asked to submit a report to the M&P Committee.

Date Application Submitted:	
Name of applicant:	
Location of Activity:	
Start Date of activity:	End Date of Activity:

Please add details on duration, number of sessions, weeks, full time, part time etc.

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Cost of activity (e.g. conference, course registration fees, books etc.)

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Cost of Travel: (air/bus/,train fare, mileage, food)

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Brief outline of activity:

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How will First St. Andrews United Church benefit from you attending this event?

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As mentioned above, you will be asked to submit a verbal or written report and you MAY be asked to present your report in person to the M&P committee, Council or to the congregation.

Do you accept these stipulations?

Yes <input type="radio"/>	No <input type="radio"/>	<u>Other (Please explain)</u>

NOTE: you may include brochures, publications, etc. to support your application.

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The following section to be completed by the Ministry and Personnel Committee

<i>Date Approved/Rejected:</i>
<i>Amount Approved:</i>
<i>Signature of Chair M&P:</i>
<i>Date Applicant Was Advised:</i>
<i>Date Applicant Was Remunerated:</i>
<i>Total Amount Remunerated:</i>
<i>Activity funded from:</i> <input type="radio"/> <i>Clark Education Fund</i> <input type="radio"/> <i>Annual Budget Account</i>