



Development Money

Each intern can receive a reimbursement of up to \$25 for individual and professional development to attend workshops and conferences.

\$50.00 has been allocated for use at each pod meeting (or \$250 for each Pod over the course of the year)

A few ground rules:

- You will need approval from MAI program staff **before** you spend the money. Submit your proposal to MAI program staff using the Member Development Fund Application. Include what you intend to use the money for and how it fits in to the broader training goals or your personal development goals.
- You will have to pay up front, and we will reimburse you.
- After the training, complete the invoice voucher and **attach original receipts** for all money spent along with an **agenda for the event** and a **list of participants.**
- You will be mailed a reimbursement within five weeks of MAI receiving the appropriate documents



Member Development Fund Application

Name: _____ Date: _____

Telephone Number: _____ Email _____

Event to be attended or activity for which the funds will be used (attach a copy of agenda, description of the project, etc.) :

Organization organizing the event _____

Date(s) of Event: _____

Total Cost of Event: _____

Total Amount for which you are applying: _____

Please answer each of the following questions:

1. What will the funds be spent on? _____
2. If the activity is a workshop, training, etc, describe the topics to be covered (or attach a flyer/blurb).



3. Please outline how this activity will enhance your ability to meet the needs of your service placement, further your long-term professional/community development, or help you to further develop your leadership capacities, or assist with your CAP, etc.. _____

Send this form to Aaron Stanton at programs@mtadamsinstitute.com

For Official Use Only

Date: _____	Approved: <input type="checkbox"/> yes <input type="checkbox"/> no
Approval Signature _____	
Reimbursement Claimed: _____	Reimbursement Completed: _____
Account Code: _____	