

# Instruction Sheet

## 2017 Iowa Tourism Conference Scholarship Program

### Deadline:

- Applications must be received by noon on **August 10, 2017**.
- This is a received in the office date, not a postmark date.

### Format Requirements:

- Applications must be typed.
- A total of 5 sets (1 original and 4 copies) of your application must be submitted.
- We cannot accept applications by fax or e-mail.
- Completed applications must follow the original format, which means questions should remain on the same pages in approximately the same amount of space.

### Eligible Expenses & Local Match Requirements:

- Eligible expenses are the registration fee for the Iowa Tourism Conference. Both full conference (\$210) and single day (\$125) registrations are eligible for scholarship funding.
- Travel expenses including lodging, mileage, etc. are not eligible costs for scholarship funding and are considered the applicant's local match for the scholarship.
- The 2017 Iowa Tourism Conference will be held October 25-27 in Sioux City.

### Eligible Applicants:

The purpose of the scholarship is to assist those who are unable to attend the Iowa Tourism Conference without the financial assistance provided by the scholarship, or those whose budgets would be strained without the scholarship. Eligible applicants include:

- Individuals from CITR members in good standing.
- County appointed representatives to CITR.
- Individuals from registered non-profit organizations from a CITR county in good standing.
- Individuals from county government organizations from a CITR county in good standing.
- Iowa tourism industry members located within the Central Region.

*When reviewing equally rated applications, involvement in Iowa's tourism industry programs (including CITR) will be taken into consideration if applications exceed the funding available.*

### Notification:

- Applicants will be notified by September 15 regarding their funding status.

### For More Information/Questions:

- Contact the CITR office at 515-832-4808 or 800-285-5842 or [ann@iowatourism.com](mailto:ann@iowatourism.com).

***Incomplete Applications Will Be Disqualified.***

# 2017 Iowa Tourism Conference Scholarship Application

This form is for organizations, businesses or individuals located within the Central Iowa Tourism Region. Please contact the region office if you have questions.

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**Application Deadline:**  
**Received in the CITR office by noon on August 10, 2017**

## Applicant Information

Organization/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone Number (include area code): \_\_\_\_\_

County Name(s): \_\_\_\_\_

Applying for (check only one):  \$210 full conference registration

\$125 single day registration

**For office use only:**

Application Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

1. Why do you want to attend the Iowa Tourism Conference? Please be specific as to what you hope to learn or gain from attending and how it will benefit you personally, your organization, business, community or area.

2. The purpose of the scholarship is to assist those unable to attend without the financial assistance provided by the scholarship, or those whose budgets would be strained without the scholarship. Please describe your financial need for the scholarship and how the scholarship will assist you in attending.

3. Scholarship funds cannot be used for travel expenses such as lodging and mileage. These costs will be considered your "match" for the scholarship. Who will be responsible for these expenses?

\_\_\_\_\_ You individually

\_\_\_\_\_ Another sponsoring business or organization (i.e. your employer, or another organization)

**Note** - the CITR scholarship program is set-up on a reimbursement basis which means you will be reimbursed after you attend the conference and submit your reimbursement form.

**Region/Iowa Tourism Industry Involvement**

1. Is your organization/business a private member of CITR?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

2. Do you serve as a county appointed representative?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

3. Did you attend CITR meetings during the past year?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**If yes, which did you attend/participate in (check all that apply):**

\_\_\_\_\_ May 2017, Annual Meeting, Summerset Winery, Indianola

\_\_\_\_\_ April 2017, Power of Travel Day, Prairie Meadows, Altoona

\_\_\_\_\_ March 2017, Iowa Tourism Town Meeting, Reiman Gardens, Ames

\_\_\_\_\_ January 2017, Whitewater World of Change, Holiday Inn & Suites Des Moines, Northwest

\_\_\_\_\_ September 2016, It's a Jungle Out There, Blank Park Zoo, Des Moines

\_\_\_\_\_ July 2016, Business Writing for Professionals, Courtyard by Marriott, Ankeny

4. Are you involved in other CITR activities? Examples – did you serve as a TFI district leader, advertise in the CITR travel guide, serve on region committees, attend the Iowa Tourism Leadership Institute, exhibit at the Travel Iowa Marketplace, etc. during the past year?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**If yes, list the committee(s) you served on and/or your other involvement in CITR:**

5. Are you involved in other Iowa Tourism industry activities? Examples – display your brochures in the Iowa Welcome Centers, submit your information to the [traveliowa.com](http://traveliowa.com) website, donate to the silent auction at the tourism conference, etc.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**If yes, list how you are involved in other Iowa Tourism activities:**

## Signature Page

Sign and date this application. Scholarship applicants will be notified by September 15, 2017 regarding their funding status.

\_\_\_\_\_

*signature*

\_\_\_\_\_

*date*

## Application Checklist

\_\_\_\_\_ 5 copies of your completed application form

- Submit 5 sets total of your application (1 original and 4 copies). We recommend you keep a copy of the application for your files as well.
- Do not submit the instruction sheet with your scholarship application materials.

Completed applications can be submitted by mail, delivery service, or in person to the following:

**Mailing Address:**

Central Iowa Tourism Region  
PO Box 454  
Webster City, IA 50595-0454

**Delivery Address (UPS, Fed Ex, etc.):**

Central Iowa Tourism Region  
1527 Superior Street  
Webster City, Iowa 50595

**In person:**

Contact the region if you need directions or a map to the CITR office.

**If you have questions about the Scholarship Program contact:**

Ann Vogelbacher, CITR Executive Director  
Office: 515-832-4808 or 800-285-5842  
Cell: 515-571-3855  
Email: [ann@iowatourism.com](mailto:ann@iowatourism.com)



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