

Samuel H. Hayes Institute for Elected Municipal Officials Scholarship Guidelines

Northwest Florida League of Cities

Purpose of Scholarship

The primary objective of the scholarship fund is to provide the necessary funding for Mayors and/or Council members in NWFLC to attend and receive the value of education and training offered through the Institute of Elected Municipal Officials (IEMO). Specifically, it is designed to provide an opportunity for Mayors and/or Council Members that otherwise would not be able to attend due to fiscal limitations of their city. This scholarship fund will pay for up to two scholarships each year, with the goal of increasing the amount of scholarships in future years as funds allow.

IEMOs provide elected municipal officials with an intensive and proven academic program that will assist them in effectively meeting the requirements of their elected role. The program offers a comprehensive overview of Florida municipal government, presented by a faculty of top professionals in the field. IEMOs are held three times a year, usually in a northern, central and southern location. The Institute of Government (IOG) and the Florida League of Cities (FLC) select the dates and sites at least 2-3 months prior to January each year.

Scholarship Expenses

The current registration fee for the IEMO is \$300 per person. A three night hotel stay, if not located within driving distance, is required (Thursday to Sunday hotel stay; classes run Friday 8 am to Sunday 3:30 pm). Hotel costs range from \$90 to \$129 a night, depending upon location. The conference fee covers a modest continental breakfast and breaks daily plus two lunches. One lunch and dinners for the 3 days will be on his/her own.

The Scholarship will only pay up to \$1,000 for the expenses associated with the IEMO registration fee, travel, lodging, and meals. Meals periods included with the conference are not reimbursable (breakfast, lunch, dinner). Each scholarship applicant will be required to incur the upfront costs and then submit necessary receipts and be reimbursed according to the NWFLC reimbursement policy.

If there are any discrepancies on what is a reasonable or allowable expense, scholarship recipients should first check with NWFLC staff to obtain guidance. If an expense is claimed and there is a discrepancy, the matter will be brought before the full Board of Directors for a final decision.

Please follow the directions on the scholarship reimbursement form for submission.



Samuel H. Hayes Scholarship Reimbursement Form

Name: _____

Date(s) Traveled: _____

Departed from: _____ Date: _____ Time: _____

Traveled to: _____ /Return Date: _____ Time: _____

Mileage Roundtrip: _____ (*.47.5) = _____

Hotel Room Rate: _____ (*# of nights: _____) = _____

Tolls: _____ Parking: _____ IEMO Registration Fee: _____

Meals: (Lunch \$12, Dinner \$20)

(Please note meals covered with the conference are not eligible for reimbursement)

Date: Thursday, _____ Dinner _____

Date: Friday, _____ Dinner _____

Date: Saturday, _____ Lunch _____

Date: Sunday, _____ Dinner _____ Total: _____

Total Reimbursement Amount: _____

Send Reimbursement Payable to: _____

Address/City/St/Zip: _____

Special Notes:

**Please submit with a copy of the hotel bill, parking and toll receipts.

**Submit Reimbursement form and required receipts to:
NWFLC: 3200 Commonwealth Blvd; Suite 7: Tallahassee, FL 32303
or email pdf file to: jlanderson@fsu.edu**