

Family/Professional Fellowship Application

What is a STARNET Fellowship?

To promote family education and professional development for individuals in Northwest and Central Illinois, STARNET Region I & III (part of a grant funded through the Illinois State Board of Education) offers fellowships. A fellowship is a monetary award that reimburses eligible family members (up to \$125 each) and early childhood professionals (up to \$75 each) for certain expenses associated with attendance at an Illinois training event. Individuals may apply for a maximum of two fellowships per grant year (from July 1st to the following June 30th). Awards are based on available funds and approved at the discretion of the STARNET staff.

Who's eligible?

Family members and early childhood professionals in STARNET Regions I & III (see map at www.starnet.org) who meet the following eligibility requirements may apply for reimbursement with STARNET Regions I & III:

- **Family member** of a child under the age of six with special needs.
- **Professionals** who work for an early childhood special education program/provide special education services to children ages three to five with IEPs (Individualized Education Programs).

Those in Regions II, IV, V, or VI, must apply with the appropriate office (contact information at www.starnet.org).

What expenses qualify for reimbursement?

The following expenses related to family education or professional development in Illinois qualify:

- workshop/conference registration fees
- mileage costs
- lodging expenses
- child care costs for parents (receipt necessary—child care provider cannot be the spouse of the applicant)
- substitute teacher expenses up to \$65

Meals are not reimbursable. Funds available for **in-state events only**. Minimum application \$25.

How do I apply? What action will be required, if approved?

- 1) **At least two weeks before the event**, mail or fax the fellowship application (on reverse or www.starnet.org) to STARNET Regions I & III (address and fax number below). **PRE-APPROVAL IS REQUIRED.**
- 2) Applicants will be notified of the status of their application in writing. If approved, a letter, contract, reimbursement form, and evaluation will be mailed. Applicant is personally responsible for registering for the event and for making all arrangements for attendance.
- 3) **Before** the event, approved applicant must complete and return the contract to STARNET Regions I & III.
- 4) **During** the event, applicant must complete the reimbursement form and keep appropriate receipts.
- 5) **Within 30 days after** the event, applicant must return the reimbursement form, original receipts, a short (paragraph) summary of the event, and the evaluation to receive reimbursement.

FAMILY/PROFESSIONAL FELLOWSHIP APPLICATION

PLEASE READ REVERSE SIDE CAREFULLY FOR
ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

Print clearly.
Complete thoroughly.

Name _____ Email _____
Home address _____ City _____ Zip _____
Phone - Home _____ Work _____ Cell _____

Inservice/Event _____
Dates/Time _____ Location _____
Sponsor(s) _____

How event applies to the child in your family or the children served (supporting documentation encouraged)

Amount requested—itemize projected expenses up to \$125 for family members and \$75 for professionals
CONTRACT CANNOT BE ALTERED

Registration _____	Other sources for financial assistance _____
Mileage (\$.405/mile, Rnd Trip) _____	_____
Lodging _____	_____
Child care _____	
Substitute (max. \$65) _____	Have you previously received a fellowship?
Total (min. \$25)	<input type="checkbox"/> No <input type="checkbox"/> Yes... date _____

Type of Fellowship

Family Child's age _____ Child's disability _____

Professional *I serve children with IEPs (Individualized Education Programs) ages 3-5...* Yes No

District/agency _____
Address _____ City _____ Zip _____
Principal/supervisor _____ Phone _____

Signature of applicant _____

Date _____

Approved: Yes No

STARNET Training Coordinator Signature

Date