

**Valley Fiber Art Guild**  
**CONTINUING EDUCATION FUND**

**POLICY:** The Guild shall maintain a separate continuing education fund (CEF) to provide financial assistance towards member's education in fiber arts.

- The fund consist of a percent of revenue from member's annual dues in addition to money rolled over from past year's budgets and dedicated donations.
- A CEF committee chair person appointed by the President both reviews and approves member requests to utilize the fund.
- The amount awarded per member is no more than one-half of the cost of one non-guild class or workshop. Individual funding is limited to once every four years.
- Acceptance of CEF obligates the recipient to share with the membership knowledge and/or skills acquired as a result of attending class or workshop. Sharing will be done in a method mutually acceptable to the Board and the member.

**COMMITTEE PROCEDURE: Continuing Education Fund Committee**

1. CEF chairperson appoints two or three members to the CEF committee.
2. CEF Committee appointees remain anonymous to the general membership.
3. CEF Committee members each serve a term of two years. Individual terms overlap so that at least one member is retained from the previous year.\*
4. Use of CEF is noted at year--end and recorded in Guild Board report.

**APPLICANT PROCEDURE: Application for Continuing Education Funds**

1. Complete the application form.
2. Submit form to Guild Vice-President.
3. The applicant remains anonymous to everyone but the Vice-President who distributes application form to the CEF committee.
4. CEF committee reviews and retains original application:

**Denial of Application:**

- Vice-President notifies applicant along with appropriate feedback as to reasons for denial.

**Acceptance of Application:**

- a. Vice-President notifies applicant.
- b. Applicant meets with appropriate chairperson (Program, Workshop, Study Group, etc.) to determine both a schedule for and, the best method of presenting information.
- c. President announces grant at next general meeting, which is noted in the minutes.
- d. Applicant fulfills mutually agreed upon terms.
- e. CEF Committee chairperson maintains an ongoing record of grant activity that is passed on through to future committee members.

\*If a CEF committee member is an applicant: member must remove themselves from the committee and are replaced by the CEF Chairperson. Following the review of their application they can return to committee member status.