Continuing Education Grant Reimbursement Request and Final Report

NOTE: All reimbursements must be paid to the organization, not to an individual.

A. Applicant

Library Name: __________________________________________
Applicant Name: __________________________________________
Applicant Email: __________________________________________

B. Meals

You will receive a flat $45 in per Diem for the first and last travel days. You will receive $60 in per Diem for each day of the event. If the event registration included meals, we will need to remove each included meal from the per Diem amount based on the State meal allocation figures. The State of Alaska pays these rates regardless of meal allowance paid by applicant’s employer.

Indicate number of meals that were included with the event registration:

Breakfast ($12 of per Diem is allocated for breakfast) ___________
Lunch ($16 of per Diem is allocated for lunch)  ___________
Dinner ($32 of per Diem is allocated for dinner)  ___________

You may calculate your own per Diem and enter it into the table, or leave the cell blank and let us do the calculation. 😊

Do NOT include Breakfast included through your hotel and not part of registration.

C. Reimbursement Request

Please include all costs even if above the $1250 reimbursable limit. It helps us show "matching funds" to IMLS. Details of allowable (and not allowable) expenses can be found in the Continuing Education (CE) Grant Guidelines at https://library.alaska.gov/documents/grants/ce/CE-Guidelines.pdf

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Costs</td>
<td>– Include a copy of receipt(s) for registration.</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>– Include a copy of receipts for air and/or ferry travel.</td>
</tr>
<tr>
<td>Mileage</td>
<td>– If you drove and are more than 50 miles from the event, multiply miles by $.58</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>– Include receipts for taxi, shuttles, or parking. No tips allowed.</td>
</tr>
<tr>
<td>Lodging</td>
<td>– Include a copy of receipt(s) for lodging.</td>
</tr>
<tr>
<td>Meals</td>
<td>- Receipts are NOT necessary! Leave blank and we will calculate based on B. Meals</td>
</tr>
<tr>
<td>Other expenses</td>
<td>– Include luggage, approved supplies, etc. and detail below.</td>
</tr>
</tbody>
</table>

TOTAL

Do you have additional information or details of expenses? Include additional pages if necessary.
D. Final Report

• 1. Outcome-Based Evaluation Questions (OBE)

I learned something by participating in this library activity. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

I am confident about using what I have learned. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

I am likely to apply what I have learned. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

Applying what I learned will help improve library services to the public. (Circle one)
Strongly disagree / Disagree / Neither Agree nor Disagree / Agree / Strongly Agree

• 2. Skills and Knowledge Gained

Did you attend any conference sessions that enhanced your personal skills or increased your knowledge on the library topics listed below (Check all that apply):

Your Personal Skills:

☐ Using critical thinking
☐ Solving problems
☐ Being innovative
☐ Communicating clearly
☐ Collaborating with others
☐ Information literacy
☐ Media literacy
☐ Digital literacy
☐ Being flexible
☐ Adapting to change
☐ Goal setting
☐ Self-directed learning
☐ Social skills
☐ Cross-cultural skills
☐ Productivity
☐ Being accountable
☐ Leadership
☐ Being responsible
☐ Other personal skill

Library Technology and Connectivity Services:

☐ Automating
☐ Community information centers
☐ Computer hardware or software
☐ Digitizing library collections
☐ GIS
☐ Interlibrary loan
☐ Internet skills
☐ Negotiating licenses
☐ Networking computers
☐ Retrospective conversion
☐ Videoconferencing equipment
☐ Other technology

Services for Lifelong Learning:

☐ 24-7 Online reference
☐ After school programs
☐ Babies and books
☐ Computer literacy training
☐ English as a 2nd language
☐ Homework help services
☐ Program development
☐ Literacy
☐ Online education
☐ Summer reading programs
☐ Other lifelong learning

• 3. Scope & Impact
If you attended a conference with multiple sessions, please list the titles of the sessions you actually attended. Include additional pages if necessary.

Describe two changes or improvements you plan to make to operations at your library based on what you learned at this continuing education event. How will these changes or improvements impact the people who use your library? Please be specific. Include additional pages if necessary.

• 4. Newspoke

CE grant recipients are required to write a short (up to 250 words) Newspoke article about their conference attendance, sharing what they learned with other Alaska librarians.

Save your article in a Word format and email it directly to Loretta Andress, aflma@gci.net

E. Signature

By signing this form
I certify that I have or am in the process of writing and sending my Newspoke article
and that all information submitted is correct and factual to the best of my knowledge.

Date: ____________

Signature: _______________________________________________

Please send this form with a signature and receipts via scan/email to Tracy.Swaim@Alaska.Gov or Via mail to Grants Administrator, Alaska State Library, PO Box 110571, Juneau, AK 99811-0571