

Coleman Scholarship – Conference Activity Volunteer

Reimbursement Guidelines

Coleman Scholarship Volunteer Reimbursement may reimburse CEO Member Students up to \$25 towards the conference registration fee. Volunteers are an integral part of CEO and are needed to perform many essential services during the conference, making a real contribution to its success. Volunteer registration reimbursements will be available to a select number of CEO Member students who are able to volunteer some time at the conference by assisting the CEO staff with various duties. Reimbursement amounts will be determined by the total amount of time available to assist. As much as CEO appreciates your willingness to volunteer, we want to make sure you get time to take in as much of the conference as possible. Interested CEO Member Students will need to register for the conference and pay the full registration fee. Participating in the CEO Coleman Scholarship reimbursement program is voluntary and regarded as permission for CEO to use, share, publish and/or promote any/all information submitted in conjunction with this program. Reimbursement checks will be mailed after the conference, in approximately 4 weeks, if all specified Scholarship guidelines have been followed and deadline dates adhered.

Based on the number of hours available to help, CEO Member Students will receive reimbursement towards Conference registration fee as follows:

- \$10 reimbursement for at least 2 hours of help (2 total hours)
- \$15 reimbursement for at least 2 hours of help on 2 days (4 total hours)
- \$25 reimbursement for at least 2 hours of help on 3 days (6 total hours)

Volunteers are needed for the following:

Wednesday, October 21	9:00am – 5:00pm
Thursday, October 22	7:00am – 7:00pm
Friday, October 23	7:00am – 6:00pm
Saturday, October 24	7:00am – 2:00pm

* You must indicate on the application the date(s) and time(s) available to assist as a volunteer. If accepted, you will be sent a schedule, via email prior to the conference, with assigned date(s) and time(s).

Application Process

Application Submission DEADLINE is September 16, 2009

The cut-off date for submitting Coleman Scholarship applications is **September 16, 2009** (post marked, email or fax dated). It is imperative to **fully** complete and submit the application and indicate the date(s) and time(s) available to assist as a volunteer, as soon as possible. Applications **completed in full** will be reviewed and considered in the order received for as long as monies are available. **Incomplete and/or illegible applications will not be processed and will lessen your chance of receiving a scholarship.** Attention will be given to support as many CEO Clubs from as many campuses as possible. To be eligible you must be a current CEO student member and/or club and must comply with the specified guidelines prior to each specified deadline date.

- **Complete fully and legibly** the scholarship application form by **September 16, 2009**
- **Indicate** the date(s) and time(s) available to assist as a volunteer **on the Application**
- **Submit time sheet** with conference registration receipt by **November 9, 2009**

How to Apply

Options for Applying and Reimbursement Methods

Individual CEO Member Students, CEO Clubs or university leaders have the option of applying for the Coleman Scholarship in one of three ways. Please choose and submit only one application form as described below. If the application is approved and adheres to the scholarship guidelines, reimbursement checks will be issued as follows:

- If applying as an individual, you will receive an individual reimbursement check
- If applying as a CEO Club, the Club will receive one check made out to the club
- If applying as a School, the school will receive one check made out to the school

Select appropriate scholarship application form:

Form for Individual Students

Form for School

Form for Club

Notification of Approval

If approved for scholarship support, applicants will be notified by email on or before **September 25, 2009**, to allow time to register for the conference and to finalize travel plans. A maximum reimbursement amount per person and/or per school may be established once the volume of application requests is known.

Submission Process

Obtain and Submit CEOSM Authorized Time Sheet with Conference Registration Receipt

Each approved Activity Volunteer Coleman Scholarship recipient must report to the CEO Conference Registration Area at their designated scheduled time. A CEO Staff member will have a time sheet to be completed by the volunteer. At the end of each volunteered shift, it is the responsibility of the volunteer to have the time sheet signed by a CEO Staff member. **Mail** together the signed time sheet and original conference registration receipt(s), which you will receive at the conference registration check-in, no later than **November 9, 2009** (post marked). The original conference registration receipt was provided at the Conference. A Club or school may receive a decrease in scholarship support if the number of receipts submitted does not match the number of hours / applicants indicated on application form. Incomplete and/or unauthorized time sheets will result in scholarship support being revoked.

Please note that these deadlines must be met or scholarship support may be lost. The chances of scholarship support decrease:

- If submitter is not a current CEO student member and/or club
- If actual conference registration fee is less than the total designated reimbursement amount
- If Guidelines were not fully adhered
- If Time Sheet and/or Conference registration receipt is incomplete or missing

Mail the above Time Sheet(s) and original Conference registration receipt(s) no later than **November 9, 2009** (post marked) to Headquarters at:

CEO
815 W. Van Buren Street (M/C 244)
Suite 400
Chicago, IL 60607