

GUIDELINES FOR THE FORMATION AND AWARDING OF THE ELLEN  
DOWNEY RAINVILLE CONTINUING EDUCATION FUND

PERS.5

I. Intent:

A. Trust Fund #677, the "Ellen D. Rainville Continuing Education Fund" was created with a gift of \$1,000.00 from the Ella La Montagne estate and augmented with discretionary Trust Fund monies to underwrite on-going staff develop costs, and to honor the work done by Director Ellen Rainville leading to the 1988 library renovation and addition.

B. Awards:

1. Trustees will award up to \$500.00 annually in individual awards of up to \$250.00 for library-related coursework, seminars or workshops (with Board discretion to award a higher amount).

2. The Continuing Education Fund may be used to wholly offset library conference hotel and meal costs incurred while in attendance at an approved library-related conference, as well as travel to and from the Conference. Reimbursement for mileage on a personal vehicle should be made to the Library Operating Account.

II. Personnel Eligibility:

A. Minimum Work Week at the library must be 15 hours.

B. Minimum period of employment at same must be six months.

C. Staff applying for awards must have received a Personnel Evaluation of "Average" or better, and for graded college-level work a grade of "B" or better (graduate), or a grade of "C" or better (undergraduate).

D. Discretionary preference for coursework may be granted to workers with more seniority.

E. Schedule Provisos:

1. Workers may apply in-class and conference time and travel time to work time.

2. Attendance at accredited and approved courses/seminars /conferences is subject to:

a. Approval by supervisor

b. Adequate coverage of library public service desks

F. Application Process:

1. Staff are encouraged to apply repeatedly for continuing education funds, but it is to be understood that an objective of the program is to involve as many staff as possible.

2. Applicant deadlines will be rolling and staff may apply to the Continuing Education Fund throughout the year.

3. Preference will be given to library-related coursework, seminars or workshops geared to work-related responsibilities.

G. Payment, Reimbursement and Reporting Process:

1. Payment will be made on the following basis:

a. Reimbursement to staff, or;

b. Direct payment to institution/seminar host, etc.

c. Payment/reimbursement will be made contingent upon:

→ staff attendance at said seminar/conference or class

→ grade received, and

→ proof of payment (in the case of reimbursement)

→ proof of mileage or travel costs

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→ attachment of an agenda, syllabus or Conference brochure

2. Personnel receiving awards from the ED Rainville Continuing Education Fund will provide a Conference Report, Workshop Report or presentation to the Board of Library Trustees.

Approved 5/88; Rev. 1/7/92; 6/23/92; 12/7/98; 7/25/16; 8/15/16;11/4/19.

APPLICATION FOR ELLEN DOWNEY RAINVILLE  
CONTINUING EDUCATION ACCOUNT

DATE \_\_\_\_\_

NAME IN FULL \_\_\_\_\_

POSITION \_\_\_\_\_

LENGTH OF TIME EMPLOYED AT THIS LIBRARY \_\_\_\_\_

AVERAGE WORK WEEK \_\_\_\_\_

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EDUCATION:

High School: \_\_\_\_\_

College: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Graduate: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Presently Enrolled in a Degree Program? \_\_\_\_\_ MLS? \_\_\_\_\_

Where? \_\_\_\_\_

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EXPERIENCE:

Position-----Library-----Dates-----

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROGRAM FOR WHICH AWARD IS BEING SOUGHT:

Place of Instruction \_\_\_\_\_

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PROGRAM (cont.)

Dates, Times and Course Title \_\_\_\_\_

Cost of Course \_\_\_\_\_

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Have you ever applied for an Ellen Downey Rainville Continuing Education Award before?

\_\_\_\_\_ When? \_\_\_\_\_

Professional Memberships: \_\_\_\_\_

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Please explain briefly how this course would apply to your present position.

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APPLICATION DEADLINE: \_\_\_\_\_

ATTACHMENTS:

- Syllabus or Course/Conference Description
- Final Grade
- Proof of Payment (for reimbursement)

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