

Membership Development Fund

The MEHA Membership Development Fund is a \$1,200 discretionary fund created to assist MEHA members in furthering their professional development. A MEHA member may request funds up to \$200 to attend an event or purchase an item such as a text or guidebook. To be considered, the applicant must meet the following criteria:

1. Funds are requested after a member has been denied funds by his/her employer.
2. Funds are used to reimburse the member the cost of attending an event or the purchase of items that will aid in the professional development of the member (i.e. conference registration fees, books for a class, etc.)
3. Funds requested not to exceed \$200.
4. Members may receive one award per fiscal year.
5. If attending an event, the application must be received at least 14 days prior to the event. If the application is approved by the membership committee, an award notice will be issued to the member.

To receive reimbursement, the applicant must submit a letter to the membership committee chair stating what was learned at the event or what item was purchased and how it will help further the member's professional development. The member must also provide a receipt with the cost of the event or item. Fund monies disbursement requires MEHA Executive Board approval.



Michigan Environmental Health Association
P.O. Box 13276, Lansing, MI 48901 • 517-485-9033

MEMBERSHIP DEVELOPMENT FUND APPLICATION

Name: _____ MEHA Membership Number: _____
Address: _____ City: _____
State: _____ Zip: _____
Phone Number: (____) _____
Employer: _____ Address: _____

What are you requesting the funds for? (include the date of the event, if applicable)

How will this help further your professional development?

Amount of funds requested: \$ _____

Funds may only be requested when you have been denied funds by your employer. Have your supervisor/director sign below stating that you have been denied funds to for your requested activity.

Signature: _____ Title: _____

Applicant Signature: _____ Date: _____

Send Completed Forms to:
Spencer Ballard, Membership Chair
Email: sballard@meha.net