**WLA Continuing Education**Seed Money Application

The WLA office will forward completed applications to WLA’s Professional Development Committee Chair, Executive Director, and Board Treasurer. Questions and completed application
may be directed to the WLA office, info@wla.org, 206-823-1138. Event Information

**Date submitted:**

**Name and contact information for applicant:**

**Sponsor(s) of event:**

**Date(s) of event:**

**Time(s) of event:**

**Location(s):**

**Title of event:**

**Event Description:**

**Name and contact information for presenter(s):**

**Background/qualifications of presenter(s**):

**As a result of this event, participants will understand and/or be able to:**

**Target audience:**

**Audience needs were assessed using:**

**Event will be evaluated using:**

 \_\_\_ Participant evaluation form

 \_\_\_ Other *(please describe)*

Estimated Attendance

**Minimum registrations needed to cover total WLA event expenses below:**

**Maximum registrations allowed:**

*This number is determined by the presenter’s recommendation and/or the capacity of the facility.*

**Event expenses ÷ minimum registrations = event costs per registration:**

*This number will be added with administrative fees below to determine final registration fees.*

Event Expenses

*Indicate with an asterisk (\*) items to be paid from funding source(s) other than WLA.*

**Presenter(s) costs:**  $

*Include fee or honorarium, travel costs, hotel accommodations and/or meals, as applicable.*

Honorarium $

Travel $

Lodging $

Meals $

Total **$**

**Facilities:** $

*Include room and equipment fees.*

Both sites are providing the room free of charge

**Materials:** $

*Include costs for supplies such as flipcharts, markers, workbooks, handouts, name badges, etc.*

**Food and beverages:** $

*Include costs for refreshments, lunches beverages, if planned.*

**Advertising:** $

*Include estimated costs for printing and postage if advertising is mailed.*

**Other Expenses:** $

**EVENT EXPENSES for WLA:** $

Administrative Fees

*Applicant will work with WLA Program Coordinator to determine administrative fees.*

**Program fee per registration:** $

**Online registration fee per registration:** $

Final Registration Fees

*event expenses + administrative fees = final registration fees*

**WLA member:**  $

**Student member:** $

**Non-member:**  $

*Registration fees including administrative fees will be refunded if the event is cancelled by WLA at any time. Registrants canceling up to* ***2 weeks prior to the event will receive*** *a refund minus the administrative fees. Cancellations less than 2 weeks prior to the event will receive no refund.*

Application Approval

Once approved by WLA, applicant may begin planning with and submitting expense receipts to the WLA office.

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 WLA Executive Director Date Approved

on behalf of WLA leaders above