

JAMES HUNT MEMORIAL SCHOLARSHIP FUND APPLICATION

THE JAMES HUNT MEMORIAL SCHOLARSHIP FUND WAS CREATED TO PROVIDE REIMBURSEMENT OF EXPENSES FOR THE CONTINUING EDUCATION OF EMPLOYEES OF IAHTM MEMBER ORGANIZATIONS. EDUCATION PROGRAMS ELIGIBLE FOR REIMBURSEMENT INCLUDE IAHTM EDUCATION PROGRAMS AND ALSO PROGRAMS BY OTHER ORGANIZATIONS THAT ARE LAUNDRY RELATED.

TO APPLY, PLEASE SUBMIT THIS APPLICATION FOR REIMBURSEMENT OF ANY EVENTS INCURRED BETWEEN JAN. 1 AND DEC. 31 OF EACH CALENDAR YEAR TO THE TREASURER. MEMBER ORGANIZATIONS HAVE UNTIL JAN. 15 OF THE FOLLOWING YEAR TO SUBMIT. THE IAHTM EXECUTIVE COMMITTEE WILL REVIEW ALL SUBMISSIONS AT THE BOARD MEETINGS THROUGHOUT THE YEAR. SUPPORTING RECEIPTS AND COMPLETION OF PROGRAM NEED TO ACCOMPANY THE APPLICATION OR THEY WILL BE RETURNED.

APPROVED APPLICATIONS WILL BE PAID OUT IN US FUNDS. FOR CANADIAN APPLICATIONS, THE TREASURER WILL CONVERT TO THE CURRENT CURRENCY RATE OF CANADIAN FUNDS. ALL CHECKS WILL BE PAID OUT TO THE MEMBER ORGANIZATION, NOT AN INDIVIDUAL EMPLOYEE OF THE ORGANIZATION.

QUESTIONS? CONTACT ROCCO ROMEO, IAHTM TREASURER AT rocco.romeo@hslinenservices.com

ORGANIZATION NAME: _____

EMPLOYEE NAME: _____

COMPANY ADDRESS: _____ CITY/TOWN: _____

POSTAL/ZIP: _____ PHONE: _____

EMAIL: _____

CONTINUING EDUCATION PROGRAM: _____

LOCATION OF EVENT: _____

DATE(S) OF EVENT: _____

TOTAL REIMBURSEMENT CLAIMED: _____

IMPORTANT NOTE: PLEASE SUBMIT INVOICES AND PROOF OF COMPLETION OF EDUCATION PROGRAM.

ORGANIZATION SIGNATURE: _____

PRINT NAME: _____

BOARD APPROVAL SIGNATURE & DATE: _____