

# 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 ARE PROGRAMS BY OTHER ORGANIZATIONS THAT ARE LAUNDRY RELATED. THESE FUNDS ARE NOT INTENDED FOR IAHTM SPONSORED EVENTS.

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](mailto: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: \_\_\_\_\_