

**ZRA Subsidy to Attend the Annual Conference**

One of the most important events in the ZRA calendar is our annual conference. This is an opportunity for animal records professionals to gather, network, and learn from each other. Many institutions have a single animal records professional; this event allows ZRA members to connect with others working in this very niche field and establish relationships that will be helpful when future needs arise.

Unfortunately, not every institution is financially capable of sending their records staff to the conference each year. In acknowledgement of that, the Zoological Registrars Association has set aside funds to support members who want to attend the conference, but who are financially unable to do so. These funds are available to all Professional and Associate category members.

There are two funds available to ZRA members: a scholarship to be awarded to a first-time presenter and a subsidy to be awarded to a member with little to no financial support from an institution. This application is for the subsidy.

**Award Disbursement**

* Award will be presented at the Annual Conference in check form, unless other arrangements (e.g., PayPal transfer) are requested by the award winner and approved by the Board.
* The award may be used for any expense related to conference attendance; receipts and reimbursement requests to confirm “eligible” expenses are not required.
* As this award is contingent upon the member attending the conference, the award will be withdrawn in the event that the winner cannot attend, for whatever reason. Purchasing travel insurance is therefore highly recommended in the event of an unforeseen change of plans.
* The award cannot be transferred to another member, except by express permission of the Board in advance (at least two weeks prior to the conference).
* If an award winner needs part or all of the award to be released early due to financial need, this may be accommodated on a case-by-case basis. If approved, ZRA will purchase airfare on behalf of the award winner. The cost of those tickets will be deducted from the amount given to the winner at the conference; if the cost of airfare is greater than the award total, the award winner must submit the balance to ZRA. ZRA will purchase travel insurance in the event the winner is unable to attend; this cost is also deducted from the award total.

**Subsidy Details**

* Amount of Award -- $750 (USD)
* Rationale -- to allow members without financial support from their institution to attend the annual conference
* Award Criteria -- none; this is a straight lottery from all eligible applicants
* Who can apply -- any ZRA member who:
  + Is a Professional or Associate category member
  + Is a member in good standing (dues are current, has not been reprimanded or censured by the Ethics Committee, has not been suspected or expelled from ZRA in the past three years)
  + Will receive minimal to no financial support from an institution (less than 25% of the total projected costs)
  + Has not won this subsidy in the last three years
* How the Award Decision is Made -- the winner will be drawn randomly from the collection of all eligible applicants. The drawing can be in any form (paper slips in a hat, Excel random formula, etc.) but will never involve human decision-making.
* Application Schedule -- all applications for this subsidy must be submitted to the Annual Conference Committee by 1 July of each year. The results of the lottery will be communicated by 1 August.

To apply for this subsidy, applicants must submit the Conference Subsidy Application (see below) to the current year’s Annual Conference Program Chair

Application for the Conference Subsidy

**Applicant’s Name:**

**Date:**

**Have you ever won this subsidy before? If yes, what year?**

*If you have won this award in the past, it must have been at least three years ago to be eligible to apply again.*

**Do you have any financial help to attend the conference? If so, how much help (in USD$) and what is your total estimated costs?**

*You must have support that is less than 25% of the total projected costs to be eligible for this subsidy.*

*Committee Use Only*

Date of receipt --

Is applicant eligible for this scholarship?

Lottery result --

Date result was communicated to applicant --