Napa Valley Dog Training Club

Seminar/Webinar Reimbursement Form

NVDTC encourages and supports professional development for club instructors and assistants to ensure quality instruction and the use of modern techniques in all classes offered by the club. To that end, NVDTC will assist club instructors and assistants with expenses related to conferences, seminars/webinars, and/or advanced training, up to $200.00 for calendar year for club instructors and up to $100.00 per calendar year for assistants.

Name of Attendee:

Seminar/Webinar Name	Date Attended	Cost
	Total:	0

Explain, briefly, what you learned in the seminar/webinar and how it benefits you as an Instructor / Assistant in teaching classes

After filling out and printing, please attach a copy of the flyer advertising the seminar/webinar (if available) and a copy of the receipt. Submit completed form with attachments to the NVDTC Board.

The board will review and discuss the request at a regular meeting and notify the requestor whether or not the stipend has been approved. If approved, the treasurer will make the payment. If denied, the club president will notify the requestor with a reason for the denial. All documentation will be filed appropriately in the club office.

Approved by Board of Directors: _____ Date: _____