



## **COVID-19 Relief Fund**

*Exclusive to Current IRWA Chapter 20 Members*

As you know, the 2020 IRWA International Education Conference, which was scheduled to be in Minneapolis in June, was canceled due to the COVID-19 Pandemic. The Chapter Host each year receives \$10,000 from the IRWA as a Thank You for the work involved with preparing for a conference and to help with costs associated with being the host chapter. Because of the cancellation, Chapter 20 did not spend much of this on the actual conference – so we have developed a plan to **Give Back to Our Members**.

With this \$10,000 plus a matching \$10,000 (raised through our sponsorship program and generous sponsors), we have developed a **\$20,000 COVID-19 Relief Fund for Chapter 20 Members**. With all that is going on in the World today, each and every one of us has different circumstances we are dealing with – which could include more stress, less employer support, and additional financial strain. We strongly believe that IRWA Courses, Chapter Meetings, Region Forums, Conferences, and other IRWA events provide very valuable education and networking opportunities to our members – and we want to make sure that during this difficult time, you are able to continue to participate in whichever ways make the most sense to you.

The idea of this fund is for the money to be used by YOU – Our Chapter 20 Members – for YOUR specific needs. This Relief Fund will be open to our members until it is all used OR June 30, 2021 – whichever comes first. All requests, names, summaries, and any other information submitted will be kept anonymous and confidential at all times.

### **The Relief Fund can be used for the following:**

- IRWA Course Registration Costs
- Region 3 Fall or Spring Forum Registration Costs
- 2021 Membership Dues
- 2021 IRWA Education Conference Registration (San Antonio, TX)
- Instructor Training Registration Costs
- Other IRWA Educational Opportunities

### **To apply for this Relief Fund:**

- Send a letter/email of interest to our COVID-19 Relief Fund Task Force (Ben Tozer, Matt Hagelin, and Mindy Leadholm) at [btozer@fredlaw.com](mailto:btozer@fredlaw.com), [mhagelin@mnpower.com](mailto:mhagelin@mnpower.com), and [mindy.leadholm@co.washington.mn.us](mailto:mindy.leadholm@co.washington.mn.us). All letters/emails of interest will be reviewed by our Chapter 20 Relief Fund Task Force. The Task Force will review/manage ALL requests and will keep ALL request information confidential.
- You should include what you specifically need funds for, how much you are asking for, and why receiving these funds is important to you.
- Applications can be submitted at any point during the 2020-2021 fiscal year (July 1, 2020 – June 30, 2021).

### **Recipients of Relief Fund Requirements:**

- Submit your request in a timely manner as it is related to your needs.
- If approved, you will need to submit payment on your own.
- Once completed, submit a request for reimbursement (include receipt or proof of payment).
- Along with your request for reimbursement, please write a short paragraph describing how the funds were used, what it meant to you to receive the funds, and how you plan to continue with your Chapter 20 involvement in the future. (Please note that these follow-up summaries may be used as part of a Relief Fund summary, follow-up article, or for future publication. If they are used, they will be kept anonymous.)

**\*\*Relief Fund parameters and availability subject to change throughout the fiscal year.\*\***