



Family Education Fellowship Application 2023-2024

Funds are available for individual requests of up to \$100 per award.

Who can apply?

- Parent or legal guardian of a child, ages 2 through 6, receiving early intervention or early childhood special education services.
- You must live in [STAR NET Region IV's service area](#), the Southern 38 Counties of Illinois.
- Individuals may apply only once during our fiscal year.

How can the funds be used?

Funds may be requested for conference/event held in Illinois or the St. Louis area and may include the following allowable expenses:

- Registration fees
- Lodging
- Child care

How do I apply? (Please remember that pre-approval is required.)

1. [Create an account](#) on our website and register for [Family Education Fellowship](#).
2. Complete the conference registration form if you're requesting registration fees.
3. Submit the completed and signed fellowship application form and conference registration form to skraus@sccroe50.org at least 30 days prior to the conference/event registration deadline. Any applications submitted after the 30-day requirement may still be considered by STAR NET IV staff.
4. If approved, applicants must submit receipts and/or forms as applicable. You will be contacted about exactly what we need.
 - ★ The Registration fee requires a completed conference registration form to be submitted with the fellowship application. STAR NET IV will send a check for registration to the conference address. In the event that the registration fee exceeds the fellowship award amount a check for the balance of the registration fee will be required.
 - ★ Lodging requires a copy of the original paid itemized lodging receipt with your name and a zero balance listed on the receipt. A copy of your personal credit card statement with the following listed: Your name, the last four digits of your credit card number, the name of the hotel and the amount charged. You should black out all other information on your statement before submitting.
 - ★ Child Care reimbursements require a completed STAR NET IV Child Care Receipt for Reimbursement form.
5. After the event, you will receive a follow-up email with directions and a link to the STAR NET funding evaluation which must be completed within the specified time frame. **STAR NET evaluations that are not completed may impact our consideration for any future fellowship requests.**
6. Attendance of the entire conference is required. Awardees must provide a copy of the certificate of attendance (if applicable).
7. Attendance documentation and reimbursement forms (including all receipts) must be returned within 30 days after the conference to assure reimbursement.

**STAR NET Region IV, 1000 S. Illinois Street, Belleville, IL 62220 ~ www.starnetiv.org
Questions? Contact: Sheri Kraus 618-825-3969 or skraus@sccroe50.org
St. Clair County Regional Office of Education ~ Dr. Mark Eichenlaub, Regional Superintendent**

(Revised 7/17/2023)



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Name _____

I have [created an account](#) and registered for the [Family Education Fellowship](#) on STAR NET Region IV's website. Yes No (Please do this before proceeding.)

Conference/Event _____

Date(s)/Time _____ Event Location _____

Reason for attending

Source(s) of other financial assistance (school/program, agencies, etc), if any: _____

What expenses will be covered by them? lodging child care registration other _____

If applicable: Number of hours I need child care _____

Amount requested from STAR NET IV: (Please itemize all projected expenses up to \$100.00)

Registration Fee _____
(Submit completed registration form with application.
STAR NET will submit form along with check if approved.)

Child Care _____
(STAR NET Child Care Receipt for Reimbursement form required.
This will be emailed to you if approved.)

Lodging _____
([Follow GSA rules for lodging amount.](#))

Total Amount Requested: \$ _____

I will complete the funding evaluation I receive from STAR NET Region IV after the conference.

Yes No, and I understand this might impact my future funding opportunities.

I will submit proof of attendance for the entire conference, such as the certificate within 30 days of the event to Terri Dietz at tdietz@sccroe50.org.

Yes No, and I understand this might impact my future funding opportunities.

I understand the reimbursement process, have reviewed the application, and certify the accuracy of the application.

Parent/Guardian Signature _____ Date _____

FOR OFFICE USE ONLY

APPROVED Yes No AMOUNT: _____ DATE: _____

Signature of STAR NET Region IV Project Leader

STAR NET is operated through a grant awarded by the Illinois State Board of Education.
100% of annual funding for the project is from federal sources.

(Revised 7/17/2023)