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CHILDREN'S ONCOLOGY CAMPING ASSOCIATION

2024 Karen McAndrew COCAcon Scholarship Fund



All Camps are eligible, however preference will be given to those who demonstrate financial need and have not attended an in-person conference before.

Apply at

www.cocacon.org



CHILDREN'S ONCOLOGY CAMPING ASSOCIATION

Scholarship Fund

Description, Information and Application

COCA is excited to partner with Care Camps to offer COCA member camps financial support to attend the 2024 COCAcon, November 14-17 in Spokane WA.

The Scholarship Fund is designed to specifically cover travel (airfare, mileage, hotel) expenses up to \$750.00 (USD) related to the 2024 COCAcon only. As part of this program, COCAcon attendance fees have been reduced to \$150.

All camps are eligible, however preference will be given to those camps that demonstrate financial need and have never attended an in person COCA conference.

KEY TARGET:

Target camps for whom it has been a burden to finance COCA conference attendance.

PROGRAM GOALS:

- Increase the number of camps in attendance at the annual conference
- Focus on camps that have not attended before so they can increase professional development, and provide an opportunity to network with other camps and learn about best practices and innovative programs
- Assist both camps that could not afford to attend and also those with similar resources, who "found a way" to attend conference anyway

KEY POINTS:

- Sponsored by Care Camps
- Improve professional development by attending COCA conference (or regional conference)
- Join the COCA community of Camps
- Targeted to supplement camp funds

AWARD GUIDELINES:

1. Preference given to camps that:
 - a. Have restricted budgets
 - b. Never attended (or paid for attendance/travel) an in person COCA Conference
 - c. Are on Gold Ribbon Accreditation program track
2. Stipend cannot be combined with any COCA conference scholarship or subsidy

3. One person per camp may apply; it is suggested camps choose employed staff or invested volunteers to provide professional development
4. After receiving stipend, a Camp must wait 3 years to reapply.

SELECTION COMMITTEE:

COCA Executive Committee

TIMING: Awarded after September 15th, all applicants are notified by end of September.

SCHOLARSHIP FUND APPLICATION:

Visit www.cocacon.org to submit the Application form

The application must be completed by the Camp's Executive Director, Camp Director or person within organization deciding which staff and/or volunteers will attend COCAcon.

ALLOWABLE REIMBURSEMENT EXPENSES

Travel - Expenses related to transportation associated with tickets purchased for interstate or intrastate long-distance travel are eligible for reimbursement. Reimbursement will not include expenses incurred for travel in and around the city in which the conference is being held (e.g. taxis, buses, ride shares). All expenses must be documented by a receipt indicating full payment. This subsidy is to be exclusively used for conference related expenses and not to include food, personal items, etc.

- Use of personal vehicle – reimbursement will be at current IRS rates. The reimbursement shall not exceed roundtrip coach class airfare to the destination.
- Airfare Reimbursement – coach class only
- Other forms of transportation (bus, trains) - Not to exceed coach class airfare.

Lodging - Lodging fees will only be reimbursed for the nights of the conference (Thur-Sat), and only for lodging at the conference hotel.

REIMBURSEMENT LOGISTICS

The Scholarship will be released in the form of a reimbursement check after COCAcon for the following approved expenses: airfare, car mileage (at the standard IRS reimbursement rate) and lodging (room and tax only for up to three nights).

RESPONSIBILITIES OF RECIPIENTS

1. Recipients must attend the entire Conference including special events.
2. Recipients must stay in the Conference Hotel for the duration of the conference.
3. Recipients must attend the annual Awards Banquet to be recognized as a recipient of the Scholarship.

4. After the Conference, recipients must submit a completed Expenses Report Form (COCA will email to recipient) along with receipts for all expenses (transportation, hotel, conference registration, and/or meals) for up to \$750.00 to Jennifer Amundsen, Executive Director, before December 1, 2024. Expenses lacking a receipt will not be reimbursed.

ELIGIBILITY

Recipient must be associated with an active COCA Member Camp at the time of application and for the Conference year.

COCAcon Scholarship Fund Expense Report *Please attach and forward with receipts*

Who is being re-imbursed? The Camp or the Recipient? _____

Recipient Name _____

Address to Send Reimbursement _____

City, State & Zip Code _____

Home Camp _____

Email: _____

Phone: _____

Date	Event Name	Description	Hotel		Transport-air, bus, train		Mileage		Misc	Total
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
Total			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									Subtotal	\$ -
									TOTAL	\$ -

APPROVED: _____

NOTES: _____