

# 2010 Utah Children's Justice Symposium / Utah Prosecution Council Domestic Violence Conference

May 18 – 20, 2010  
Zermatt Resort, Midway, Utah

## Court Improvement Program Symposium Scholarship Application Instructions

The Utah **Court Improvement Program** (CIP) has once again generously made available scholarship funds for attendance at the annual Utah Children's Justice Symposium/ Utah Prosecution Council Domestic Violence Conference (Symposium) for DCFS/Child Protection Caseworkers, Assistant AG's in the child protection area and Guardians ad Litem who work with Utah's Children's Justice Centers.

Eligible applicants may apply for these scholarship funds by completing the **CIP Scholarship Application**, including obtaining a commitment signature from their agency supervisor, and submitting the application according to the submission information below.

### **Agreement and Commitment of Applicant and Agency:**

Applicants, and their agencies and supervisors, must agree to the following:

If awarded a CIP Scholarship, the applicant will:

1. Attend the entire Symposium from Tuesday, May 18, 2010 at noon through Thursday, May 20, 2010 at noon; applicant will be required to sign in every day at the Conference Registration Table;
2. Actively participate in conference sessions, presentations and breakouts; and
3. Submit, at the conclusion of the conference (at noon on Thursday, May 20, 2010) at the Conference Registration Table, a completed CIP Symposium Evaluation (form to be provided).

If the applicant does NOT fulfill ALL of the above-identified commitments, the applicant's agency will be financially responsible for reimbursing the Court Improvement Program for all expenses associated with the applicant's attendance, including but not limited to registration fees, lodging, mileage, per diem meals, etc., that have been paid by the awarded scholarship.

There will be **no exceptions** to these commitments for all applicants awarded scholarships and their supervising agencies.

### **Changes and/or Cancellations:**

#### **On or before April 20, 2010:**

If an applicant, after accepting this award, finds that he/she is unable to attend the Symposium, it will be the responsibility of the applicant and their agency to contact the CIP Scholarship Contact (identified below) ASAP and work to find a replacement who is able to attend the Symposium, taking the place of the original attendee and agreeing to all of the above-identified commitments, including obtaining the written commitment of their agency supervisor. The CIP Contact and coordinating agencies will do everything they can to assist in finding eligible applicants as replacements.

After April 20, 2010:

If an applicant, after accepting this award, finds that he/she is unable to attend the Symposium, it will be the responsibility of the applicant and their agency to contact the CIP Scholarship Contact (identified below) ASAP and work to find a replacement who is able to attend the Symposium, taking the place of the original attendee and agreeing to all of the above-identified commitments, including obtaining the written commitment of their agency supervisor. If after contacting and working with the Scholarship Contact, a replacement cannot be found, the original applicant's agency will be financially responsible for reimbursing the Court Improvement Program for all expenses associated with the applicant's attendance, including but not limited to registration fees, lodging, mileage, per diem meals, etc, that have been paid by the awarded scholarship. The CIP Contact and coordinating agencies will do everything they can to assist in finding eligible applicants as replacements.

There will be **no exceptions** to these commitments for all applicants awarded scholarships and their supervising agencies.

**Application Submission Instructions:**

The **CIP On-Line Scholarship Application** can be found on the CJC Symposium website:

<http://www.cjcsym.utah.gov/>

Applications **MUST** be submitted on or before **5:00 pm Friday, March 26, 2010. No exceptions.**

Complete the on-line CIP Scholarship Application and submit electronically by clicking on the "Submit by Email" button at the top of the application. It is strongly suggested that applicants print a copy of the application prior to submitting it as well as saving the application for future reference. Once the CIP Contact has received the application, applicants will receive a confirmation email acknowledging such receipt. Applications will then be forwarded to the appropriate governing agency for processing.

If there are questions or if you experience problems with the form, please contact the CIP Scholarship Contact (identified below).

**Scholarship Award Notification:**

Applicants receiving scholarships will be notified as soon as possible by email. The notification announcement will include an Acceptance Letter that will need to be signed by both the applicant and agency supervisor and returned to the CIP Contact. It will also include the amount of the scholarship and what items the scholarship will cover. Once the signed Acceptance Letter has been signed and returned, additional details and conference information will be forwarded to the attendee.

**Scholarship Contact:**

For additional information or questions, please contact:

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