



# Alaska Federation of Filipino Americans, Inc.

PO Box 190494, Anchorage, AK 99519-0494

[www.affainc.com](http://www.affainc.com)

## PROFESSIONAL TRAINING REQUEST/REIMBURSEMENT FORM

### APPLICANT INFORMATION

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_ Phone No. \_\_\_\_\_

### TRAINING INFORMATION

Please include a copy of the brochure, flyer, or announcement for the training or conference.

*For reimbursement requests, training must have been completed within the last 3 (three) months of the postmark date of the application.*

Name of Training or Conference \_\_\_\_\_

Date \_\_\_\_\_ Location \_\_\_\_\_

Cost \_\_\_\_\_ Amount Requested from AFFA \_\_\_\_\_

Was funding requested from other sources (such as from employer)? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, was request approved? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount of Award: \_\_\_\_\_

Are there other possible sources of funding? Yes \_\_\_\_\_ No \_\_\_\_\_

Training Vendor Name \_\_\_\_\_

Training Vendor Address \_\_\_\_\_ Phone \_\_\_\_\_

Brief Description of the Training or Conference

(Attach extra sheets if necessary.)

Describe how the training or conference will benefit 1) your career; 2) your personal growth; 3) AFFA and the Anchorage Filipino-American community.

(Attach extra sheets if necessary.)

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**APPLICATION RULES:**

1. Applicant must be a dues-paying AFFA member in good standing.
2. A brochure, flyer, or announcement about the training or conference must be included.
3. Primary award preference will be given to training opportunities that will promote career and/or personal growth for the applicant. Secondary preference will be given to training that enables the applicant to contribute towards promoting AFFA's mission.
4. Award is limited to registration and materials (such as books) costs. Travel costs are NOT included.
5. It may take up to 4 weeks to review applications. Notifications and payments will be made as soon as administratively possible.
6. Award decision is contingent on availability of funds, organizational priorities, number of applicants, nature and strength of training need justification.
7. Proof of training must be submitted to AFFA no later than 10 working days after training completion. Failure to submit proof of training will require immediate and full repayment of the award money to AFFA.
8. For reimbursement requests, training must have been completed within the last three (3) months of the postmark date of the application.
9. Application must be sent to:  
Alaska Federation of Filipino Americans, Inc.  
Attention: Professional Training Award Committee  
PO Box 190494  
Anchorage, AK 99519-0494

**ACKNOWLEDGEMENT:**

The Alaska Federation of Filipino Americans (AFFA) aims to encourage and assist AFFA members to pursue educational opportunities that promote personal and career growth. It is AFFA's intent that its members pursue professional training that will enable them to engage and serve in the community and to promote and represent AFFA's mission, core values, and beliefs in the community.

With my signature below, I acknowledge that I understand the statements above, as well as, the Application Rules.

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Signature

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Date Signed