

# ***James W. Matthews Extension Volunteer Leadership Development Fund Application***

## **PURPOSE**

The James W. Matthews Extension Volunteer Leadership Development Fund has provided support to volunteers across Alaska for more than 20 years.

Volunteers involved in any University of Alaska Fairbanks, Cooperative Extension Service (UAF, CES) program may apply for the James W. Matthews Extension Volunteer Leadership Fund. Successful applicants may use funds to participate in CES workshops, conferences or educational opportunities that teach skills that are relevant to volunteer efforts. Successful applicants are encouraged to share their knowledge and promote leadership skills among their volunteer colleagues and program participants.

“Volunteers have been an extremely important part of the Extension educational system throughout its history. It is hoped that this fund can be a catalyst to encourage them to take advantage of leadership training opportunities in which they otherwise might not be able to participate.” —*Dr. James W. Matthews*

## **MANAGEMENT**

Earnings from the fund are established within the University of Alaska's Foundation and are available to support volunteers as they seek to build their leadership skills. The UA Foundation is responsible for the management and allocation of the Fund.

A University of Alaska Fairbanks, Cooperative Extension Service faculty member is chair of the fund and is responsible for the application process. Sometimes a committee is formed by the Chair to manage the application process during peak periods of application submissions.

Applicants requesting in-state travel to attend a training or educational event located in Alaska may request up to \$1,000\* for travel-related expenses. Applicants requesting out-of-state travel may request up to \$800\* for travel related expenses. This policy takes into account residents of Alaska, especially those off the road system, who pay particularly high in-state travel costs.

Your donation to the James W. Matthews Extension Volunteer Leadership Development Fund is greatly appreciated. To find out how to donate to the fund, please see page 4.

\*Funding levels shall be reviewed every five years and adjusted if supported by changing inflation or deflationary economic conditions as recommended by the Cooperative Extension Service.

## **ELIGIBILITY**

1. Preference will be given to new volunteer leaders (those in their early leadership years).
2. Only one person per family may apply for an award. However, if multiple family members plan to attend different training events, they may all apply for an award. Each individual family member must complete his or her own application.
3. This award may not be used for professional development (the advancement of skills or expertise to succeed in a particular profession).
4. A progress report and final report must be received by the Chair for future applications to be considered. See "After the Award" for more information. Award recipients are not eligible to receive another award for three years.

## **PROCEDURES**

1. Requests for travel, event registrations and per diem as well as program material costs must be legitimate and verifiable. Monies received can be used for travel, registration, tuition and living costs related to participation in workshops, conferences, training meetings or other education settings that have as a primary objective the development of volunteer leadership skills.
2. Specific training must be requested with the date of the event specified. Awards must be used for the specified event and person (they are nontransferable).
3. Only legible and complete applications will be accepted. Applications should be received by November 1. Applications received after the deadlines will not be considered for funding. Applications can be mailed, dropped off or emailed to the Cooperative Extension Service Director's Office (See page 3 for contact information).
4. For the most current J.W. Matthews Extension Fund Volunteer Application, please visit [www.uaf.edu/ces/info/volunteer/](http://www.uaf.edu/ces/info/volunteer/).

## **EXAMPLES OF ELIGIBLE TRAINING OPPORTUNITIES**

- Alaska Greenhouse and Nursery Conference
- Alaska Master Gardeners Conference & Course
- Alaska Agriculture Symposium
- Alaska Integrated Pest Management Training Workshop
- Family and Community Leadership Conference
- Master Volunteers in Food Preservation
- 4-H Leadership Conferences & Workshops
- Other Leadership Conferences or Training opportunities that improve skills for volunteer work in Extension

## AFTER THE AWARD

1. After your application is submitted, it will be reviewed by the J.W. Matthews Chair. Generally, within a month after the application deadline, you will be notified by the J.W. Matthews Chair whether or not you will receive an award and the amount. A check will be issued and sent to you by mail (processing can take up to two months).
2. If you are unable to attend the event for which the award was intended, you must return the check immediately to Cooperative Extension Service. The award is not transferable to other people or events.
3. **Progress Report:** A progress report is required within 90 days of attending the event for which you received the award. Please answer the following questions in your report:
  - a. What specific information or skills did you gain by attending your event?
  - b. How and with whom did you share this new information or skill?  
Please list outreach activities such as presentations, articles written, classes taught, and groups you worked with or events organized, etc. Please also list the number of hours and number of people you shared the information with.  
Note: If you did not utilize new information or skills 90 days after your event, you can report on this specific information in the Final Report, due one year after your event.
4. **Final Report:** Within one year of attending the event, you are required to write a one-page report and return it to the J.W. Matthews Chair (see below for contact information if you have questions). Please answer the following questions in the report:
  - a. How and with whom did you share this new information or skill? Please list outreach activities such as presentations, articles written, classes taught, and groups you worked with or events organized, etc. Please also list the number of hours and number of people you shared the information with.
  - b. How much did the event you attended add to your qualifications as an Extension Volunteer?  
None                      A little                      A lot                      A great deal
5. Although not required, sending a thank you note to Mrs. Barbara Matthews is strongly encouraged. Mrs. Matthews, whose late husband, Dr. James W. Matthews, generously funded this opportunity continues to be a great supporter and is involved with this fund, which has helped volunteers for more than 20 years. Her contact information is shown below.

**Mrs. Barbara Matthews**  
P.O. Box 10553  
Fairbanks, AK 99710-0553

**J.W. Matthews Committee Chair**  
Linda Tannehill  
Kenai Peninsula District 4-H Youth Development Agent  
UAF Cooperative Extension Service  
43961 K-Beach Road, Suite A  
Soldotna, AK 99669  
Phone: 907-262-5824  
Email: lktannehill@alaska.edu

QUESTIONS? Please contact your nearest Extension office agent or the CES Director's Office at 907-474-7246. Mailing address: Cooperative Extension Service, University of Alaska Fairbanks, P. O. Box 756180, Fairbanks, Alaska, 99775-6180

**The James W. Matthews Extension  
Volunteer Leadership Development Fund Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tax ID No. or Social Security ID (required): \_\_\_\_\_

Are you a nonresident alien?	Yes	No
Are you a UA employee?	Yes	No
If employee, is this application Related to employment?	Yes	No
Are you a student	Yes	No

Amount requested: \_\_\_\_\_

Do you anticipate additional funding from another source (other than yourself)?      Yes      No

If yes, how much? \_\_\_\_\_

Educational/Developmental Training Applied For:

What: \_\_\_\_\_

Where: \_\_\_\_\_

When: \_\_\_\_\_

Budget: workshop/conferences registration fees, educational references, computer training, visual aids, travel, meals, lodging, etc. (list and describe)

Description	Cost
<b>Total:</b>	

**Please answer the following so the Review Committee can better evaluate your application:**

1. Describe your Extension training and present role as an Extension volunteer, e.g., 4-H, Master Gardener, Master Food Preserver. (Whom do you work with? How many people are involved? What do you do and how often?)
2. How long have you been an Extension volunteer? Do you consider yourself a new leader?
3. Why do you want to attend this event?
4. What specific information or skill do you hope to gain from this event?
5. How and with whom will you share this new information? Please list anticipated outreach methods (e.g., presentations, articles, classes, groups, events).

Note: When you have completed your training, please send the James W. Matthews Fund Review Committee Chair a brief summary of how you benefited from this experience and how you share the information you learned.

Applicant signature: \_\_\_\_\_

Print name of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

District Extension agent signature: \_\_\_\_\_

Print name of agent: \_\_\_\_\_ Date: \_\_\_\_\_

Applications must be received by November 1 for activities in 2016. Applications received after the deadline will not be considered for funding. Please mail applications to:

Office of the Vice Provost for Outreach & Director of Extension  
Cooperative Extension Service  
University of Alaska Fairbanks  
P.O. Box 756180  
Fairbanks, AK 99775-6180  
  
Phone: 907-474-7246  
Email: [extension@uaf.edu](mailto:extension@uaf.edu)

***The James W. Matthews Extension  
Volunteer Leadership Development Fund***

I appreciate the opportunity to join with other friends of Dr. James Matthews in establishing this fund.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

All gifts are tax deductible to the extent provided by law. Your gift should be made payable to:

University of Alaska Foundation  
James W. Matthews Extension Volunteer Leadership Development Fund

Please send your donation to:

University of Alaska Foundation, 910 Yukon Drive, Suite 206  
P.O. Box 755080, Fairbanks, AK 99775-5080