

# Guidelines for Continuing Education Funds

When available, Continuing Education Funds, hereafter referred to as CEF, may be allocated by the Nebraska Association of County Officials through its appointed committee to NACO-sponsored functions, meetings or its affiliate organization meetings for the purpose of paying fees charged by speakers for presentations delivered at recognized continuing education events organized by or for NACO and fees associated with presentations for the NACO annual conference. CEF will be awarded on a periodic basis by the County Officials' Continuing Education Committee, whose members shall be the five Executive Officers of NACO. The County Officials' Continuing Education Committee will base its decisions on the following guidelines:

1. All requests for funds must be submitted in writing to the NACO Executive Director on the prescribed application form. Requests must include: (a) name and address of the requesting organization; (b) name of the person responsible for receiving funds if approved; (c) name of event for which funds are being requested; (d) date and location of the event; (e) number of county officials expected to attend the event; (f) name of speaker and title of presentation; and (g) specific dollar amount being requested.
2. Affiliate organizations must apply on prescribed application form no later than 15 days prior to the event.
3. CEF will be allocated solely for the purpose of paying speaker fees, educational materials or programs as deemed appropriate by the County Officials' Continuing Education Committee. Requests for funds to cover the costs of meals, refreshment breaks or other social activities scheduled as part of continuing education events will not be considered. Requests for funding assistance submitted by an individual or a single county for the purpose of attending a workshop, seminar, conference, convention, or other training, will not be considered.
4. The County Officials' Continuing Education Committee will review and consider written CEF requests, with allocations made accordingly.
5. All requesting organizations will be notified in writing of the committee's decision.
6. The County Officials' Continuing Education Committee will base its decisions on the merit of the request, the event or program is offered statewide, the number of county officials or county employees expected to attend the event, the educational benefit of the presentation, its anticipated impact on the audience, and the dollar amount being requested. Preference will be given to speakers from Nebraska. Preference will be given to educational content over motivational and entertainment content.