

## **MPLA Leadership Institute Policies**

### **Applications**

Applications must be received in their entirety by 11:59 PM CDT (mentors – September 30, 2017; fellows – October 30, 2017) for committee consideration.

### **Payment**

Fellows will be invoiced their registration fee (\$600 or \$800), which includes support for program curriculum materials and facilitator, plus room and board based on double-occupancy at the YMCA of the Rockies. Single occupancy may be available upon special request and charged at a higher rate based on the YMCA lodging fee scale. Requests will be addressed on a case-by-case basis. Fellows qualify for the MPLA member rate if he/she is an MPLA member in good standing for 2 consecutive years, including the year of the Institute. Full payment is due March 15, 2018. Failure to meet this deadline may result in forfeiture of fellow slot (30 available). Checks or purchase orders will be made payable to Mountain Plains Library Association or MPLA and mailed to Judy Zelenski, c/o MPLA 141293 West Center Drive, Lakewood, CO 80228. Payments may also be made online via PayPal; a 3% charge will be added to cover PayPal fees.

### **Cancellation**

Fellows rescinding their acceptance into the 2018 MPLA Leadership Institute cohort should do so as soon as possible by written request so that an alternate applicant may fill the vacancy. If rescinded after payment is received (deadline March 15, 2018), fellow may receive a refund minus \$382 accommodation fee set by the YMCA of the Rockies. 100% of all registration fees will be refunded in the event the Institute is cancelled due to weather or other unforeseen circumstances.

### **Mentors**

MPLA covers all registration fees, including single-rate room and board for Mentors selected. MPLA reimburses travel costs for mentors, including airfare or mileage to and from the Institute location, shuttle fees to and from the airport (not rental car), and meals on travel days based on receipts. Extra expenses incurred will not be reimbursed unless requested and approved in advance.