



AIHA Local Section Application for Distinguished Lecturer Funding

The AIHA Distinguished Lecturer (DL) Program focuses on providing lectures on national and international occupational and environmental health issues that affect the practice of industrial hygiene. The Distinguished Lecturers are selected from the AIHA membership and their lectures have been reviewed thoroughly by a DL Review Team, including AIHA Fellows, as to their quality and timeliness. The purpose of the DL Program is to provide Local Sections relevant presenters that could increase the membership participation in a local event.

The expectation is for Local Section hosts to pay all related costs of any DL event. However, national AIHA funding may be available to assist with travel expenses **up to \$400**. Funds are limited and are available on a first-come/first-available basis.

1. *Travel expense reimbursement only qualifies for [approved DL presenters](#).*
2. *Travel reimbursement is only for coach round-trip airfare or mileage up to the cost of a coach round-trip airfare. Flight arrangements should be made 45 days in advance to secure the best rate possible.*
3. *Local Sections need to request funding at least three(3) months in advance of their program, following the AIHA travel guidelines to include the use of Maupin.*
4. *All DLs should be providing their service as a volunteer and not expect an honorarium fee. This funding may not be used for any type of honorarium or gift, and the host section should outline details with the DL in a written agreement that includes transportation, lodging, food.*
5. *There is no guarantee of matching funds. Unless the Local Section can afford the funds without the AIHA Funding, no financial transactions should take place prior to written notice and approval of funding.*
6. *Because matching funds are limited, competition for these funds may mean that some Local Section applications will not be selected for funding. Therefore, every effort should be made to select Distinguished Lecturers within your geographic area to keep expenses at a minimum.*
7. *Details of the event and the reason for funding should be submitted using the form below. Form should be sent to [Thursa Pecoraro](#) so it can be reviewed and approved by the Fellows SIG DL Review Committee. This Committee will be comprised of the Fellows SIG Vice-Chair and Past Chair, along with at least one Local Section Board Liaison.*

8. *In order to be eligible for this funding the Local Section must be in compliance with the MOU between AIHA and the Local section including but not limited to:*
- *Submit a list of current officers (including contact information) annually and in the event of change to national AIHA*
 - *Ensure that local section officers (President, Vice-President, Secretary, and Treasurer) are current members in good standing of AIHA*;*
 - *Share a contact list of local section members to AIHA annually by June 30, and upon request, to be used to promote AIHA programs, products and services*; and*
 - *Submit a completed AIHA Group Exemption Form by June 30 of every year and submit Form 990 EZ or 990N directly to the IRS.**

Local Section Application for MATCHING Travel Funds for Distinguished Lecturers

Local Section Name: _____

Local Section Board Liaison: _____

Local Section Regional Representative: _____

Local Section President: _____ Email: _____

Local Section President-Elect: _____ Email: _____

Local Section Treasurer: _____ Email: _____

Number of Local Section Members: _____ % of Non-AIHA Members: _____

Frequency of Local Section Meetings: _____

Average Attendance: _____

Purpose or goals for hosting your Distinguished Lecturer event:

Name of requested Distinguished Lecturer: _____

Topic of Presentation: _____

Length of presentation (hours): _____



Cost of Travel:

1. Roundtrip coach airfare purchased at least 45 days in advance in order to secure the best rate. (reservations must be made via by Maupin Travel) _____

Or

Mileage Costs, Parking & Tolls (@ \$0.58 per mile roundtrip) up to the cost of a roundtrip coach airfare purchased at least 45 days in advance in order to secure the best rate. _____

Or

Train _____

What is the impact to your Local Section, if the provision of matching funds for the travel of the DL is not provided?

This form is to be submitted to [Thursa Pecoraro](#) of the American Industrial Hygiene Association at least 3 months in advance of the date of proposed travel for a speaker selected from the AIHA Distinguished Lecturer List (DLL).