

**AAFRE Professional Development Assistance Grant
Recipient Report Guideline**

Name of Organization: _____

Name of Grant Recipient: _____

Name of Course/Conference: _____

Amount Requested: _____

Date of course/conference: _____ Current date: _____

Recipients of AAFRE Professional Development Grants are required to submit a report to the Chair of the Professional Development Committee within 30 days from the date of the course/conference. 50% (the final payment) of the AAFRE Grant will be sent to you after we receive and review your report.

These reports will help us evaluate our scholarship program and may be shared with your AAFRE colleagues. Your report should touch on the following points:

1. Was this course/conference a good value and would you recommend it to other colleagues?
2. How were your original objectives met?
3. What are some key messages that you would like to share with other AAFRE members you learned by participating in this course/conference?
4. What other comments would you like to add about the course/conference?

Thank you for your feedback. Please submit your report to:

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Fax: (780) 492-9813
E-mail: info@aafre.org