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# COCA

CHILDREN'S ONCOLOGY CAMPING ASSOCIATION

2022  
Conference  
Travel  
Stipend  
Program



**All Camps are eligible, however preference will be given to those who demonstrate financial need and have not attended an in-person conference before.**

Don't let anything get in way - [apply](#) for the COCAcon Stipend Program today!



## CHILDREN'S ONCOLOGY CAMPING ASSOCIATION

### Conference Stipend

#### Description, Information and Application

COCA-I is excited to partner with Care Camps offer COCA member camps financial support to attend the 2022 COCAcon, November 10<sup>th</sup>- 12<sup>th</sup> in Wilmington, Delaware.

The Conference Stipend is designed to specifically cover travel (airfare, mileage, hotel) expenses up to \$750.00 (USD) related to the 2022 COCAcon only. As part of this program, COCAcon attendance fees have been reduced to \$150.

All camps are eligible, however preference will be given to those camps that demonstrate financial need and have never attended an in person COCA-I conference.

#### **KEY TARGET:**

Target camps for whom it has been a burden to finance COCA conference attendance.

#### **PROGRAM GOALS:**

- Increase the number of camps in attendance at the annual conference
- Focus on camps that have not attended before so they can increase professional development, and provide an opportunity to network with other camps and learn about best practices and innovative programs
- Assist both camps that could not afford to attend and also those with similar resources, who "found a way" to attend conference anyway

#### **KEY POINTS:**

- Sponsored by Care Camps
- Improve professional development by attending COCA conference (or regional conference)
- Join the COCA community of Camps
- Targeted to supplement camp funds

#### **AWARD GUIDELINES:**

1. Preference given to camps that:
  - a. Have restricted budgets
  - b. Never attended (or paid for attendance/travel) an in person COCA Conference
  - c. Are on Gold Ribbon Accreditation program track
2. Stipend cannot be combined with any COCA conference scholarship or subsidy

3. One person per camp may apply; it is suggested camps choose employed staff or invested volunteers to provide professional development
4. After receiving stipend, a Camp must wait 3 years to reapply.

### **SELECTION COMMITTEE:**

COCA-I Executive Committee

**TIMING:** Stipends awarded September 15th

### **CONFERENCE STIPEND APPLICATION:**

[Click Here](#) to submit the Conference Stipend Application form

([https://www.cocacon.org/index.php?option=com\\_chronoforms5&chronoform=COCAcon\\_Stipend\\_Program](https://www.cocacon.org/index.php?option=com_chronoforms5&chronoform=COCAcon_Stipend_Program))

The application must be completed by the Camp's Executive Director, Camp Director or person within organization deciding which staff and/or volunteers will attend COCAcon.

### **ALLOWABLE REIMBURSEMENT EXPENSES**

**Travel** - Expenses related to transportation associated with tickets purchased for interstate or intrastate long-distance travel are eligible for reimbursement. Reimbursement will not include expenses incurred for travel in and around the city in which the conference is being held (e.g. taxis, buses, ride shares). All expenses must be documented by a receipt indicating full payment. This subsidy is to be exclusively used for conference related expenses and not to include food, personal items, etc.

- Use of personal vehicle – reimbursement will be at current IRS rates. The reimbursement shall not exceed roundtrip coach class airfare to the destination.
- Airfare Reimbursement – coach class only
- Other forms of transportation (bus, trains) - Not to exceed coach class airfare.

**Lodging** - Lodging fees will only be reimbursed for the nights of the conference (Thur-Sat), and only for lodging at the conference hotel.

### **REIMBURSEMENT LOGISTICS**

The Conference Stipend will be released in the form of a reimbursement check after COCAcon for the following approved expenses: airfare, car mileage (at the standard IRS reimbursement rate) and lodging (room and tax only for up to three nights).

### **RESPONSIBILITIES OF RECIPIENTS**

1. Recipients must attend the entire Conference including special events.
2. Recipients must stay in the Conference Hotel for the duration of the conference.
3. Recipients must attend the annual Awards Banquet to be recognized as a recipient of the Conference Stipend.

4. After the Conference, recipients must submit a completed Expenses Report Form (to be provided at the conferenced) along with receipts for all expenses (transportation, hotel, conference registration, and/or meals) for up to \$750.00 to Jennifer Amundsen, Executive Director, by December 1, 2022. Expenses lacking a receipt will not be reimbursed.

### **ELIGIBILITY**

Recipient must be associated with an active COCA Member Camp at the time of application and for the Conference year.

# COCA Travel Stipend Expense Report

*Please attach and forward receipts*

Name \_\_\_\_\_

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

Home Camp \_\_\_\_\_

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

Date	Event Name	Description	Hotel	Transport-airfare, bus, train	Mileage				Misc	Total
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
<b>Total</b>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
									<b>Subtotal</b>	\$ -
									<b>TOTAL</b>	\$ -

APPROVED: \_\_\_\_\_

NOTES: \_\_\_\_\_