

## Guidelines for Indiana Music Teachers Association (IMTA) Collegiate Chapter Travel Grants for the Music Teachers National Association (MTNA) National Conference or the MTNA Collegiate Symposium

IMTA financially supports your attendance at an MTNA event as an investment in the future of MTNA. You may use the grant for any expenses related to the Conference or the Symposium and are not required to document your expenses with receipts. We are looking forward to having you represent the collegiate chapters of Indiana at the Conference or the Symposium.

Note: Collegiate Chapter Presidents may also apply for travel grants to the MTNA National Conference from the IMTA Board of Directors Stickley Grant fund.

In return for this grant, you will be asked to fulfill the following:

1. For the MTNA National Conference, attend Collegiate Chapters events such as the reception, Collegiate Chapters Forum, and other collegiate chapter presentations. Attend the Indiana Music Teachers Association state dinner. For the Collegiate Symposium, attend all relevant events. Spend the majority of your time at the Conference or the Symposium. You are welcome to do some local sight-seeing if you wish, but you should spend the majority of your time at the conference events.
2. Submit a report about your experience at the Conference or Symposium to your collegiate chapter at a future meeting.
3. Write a brief report/thank you regarding your Conference or Symposium experience for publication on the IMTA Website. Please submit this within one week of your return home to Lori Rhoden, the IMTA Collegiate Chapters chair.
4. In the event that you cannot fulfill these requirements, you may be required to reimburse IMTA for the travel grant. Also, if for some reason you are not able to attend the conference after the funds have already been disbursed to you, you will need to repay the travel grant to IMTA.
5. Coordinate with your Collegiate Chapter sponsor to submit necessary information to the IMTA treasurer for disbursement of the travel grant.
6. Make sure that you pre-register for the MTNA Conference or Symposium. You are strongly encouraged to register by the early registration deadline.
7. Complete the IMTA travel grant application form on the next page and email it to the IMTA Board of Trustees Chair, Dr. Janet Palmberg, [Janet.Palmberg@indstate.edu](mailto:Janet.Palmberg@indstate.edu) by November 7, 2016. Applications will not be accepted late.

Application for Collegiate Chapter Travel Grant to attend the  
MTNA National Conference or MTNA National Collegiate Chapters Symposium

Date of Application

Select one:

1. I wish to attend the National Conference (date/location)
2. I wish to attend the Collegiate Symposium (date/location)

1. Name of Applicant:

2. Home Address:

3. Phone: e-mail:

4. Collegiate chapter affiliation:

5. Are you currently or have you previously been an officer in your collegiate chapter?  
If so, please list the offices held and dates:

5. Year you joined IMTA/MTNA:

6. Current year in college/university:

6. Is this the first MTNA National Conference or Symposium you will be attending?

7. Are you participating in any specific meetings, panels, or sessions at the Conference or  
Symposium?

If yes, please describe:

8. What is the anticipated total TRAVEL cost for you to attend the MTNA National  
Conference or Symposium?

9. Do you have other sources of travel funding?

If yes, please describe:

10. Have you received funding to attend the MTNA National Conference or Symposium  
in the past?

If yes, please state the event, location, and date that you attended:

11. How do you plan to share information gleaned from the conference?