

**DEVELOPMENTAL DISABILITIES RESOURCE BOARD**  
**Conference Stipend Program for Individuals and Families Policy**

Policy Origination: September 12, 1996  
Revision Effective: July 1, 2009

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**Purpose:**

The DDRB values the strengthening of supports for individuals with developmental disabilities and their families. Individuals and family members are encouraged to participate in conferences and educational opportunities, which are designed toward enabling an individual with developmental disabilities to progress toward normal living or to develop his or her capacity, performance, or relationships with other persons. The Conference Stipend program gives individuals and family members the opportunity to attend trainings and seminars that they might otherwise not be able to attend.

**The Conference Stipend Program for Individuals and Families:**

- Eligibility:** The applicant must be an individual with a developmental disability or an immediate family member of an individual with a developmental disability. Agencies requesting stipends on behalf of a group of individuals need to contact DDRB office.
- Event:** Conferences must be sponsored by a professional organization and/or be a presentation by a professional recognized in their field and directly related to the individual's and/or family member's developmental disability.
- Amount:** The individual pays the first \$25.00 for each conference. The DDRB will pay the remaining registration fee, up to a maximum of \$500.00 per year, per person. Fees related to late registration, travel, lodging and other expenses are not covered.
- Approval:** Approval is given by the DDRB Executive Director based on available funding and compliance of the policy. Waiver of the \$25.00 co-pay (based on need) and policy exceptions require DDRB Board approval. Applications are considered on a first-come-first-served basis. The fiscal year end invoice deadline is not applicable.

**Application for Registration Fee:**

Completed applications are to be submitted to the Executive Director of the DDRB. A brochure or copy of the brochure from the conference/event must be attached. Application and evaluation forms can be downloaded from DDRB website [www.ddrb.org](http://www.ddrb.org) or call the DDRB office at 636-939-3351 to request forms.

**Reimbursement:**

Requests can be made up to 90 days prior to the event or within 30 days after the event. Upon approval of the Executive Director, there are 2 ways to receive DDRB stipends (payment) for the event:

- 1.) The DDRB will write a check payable to the organization hosting the event and send it to:
  - a.) the individual making the request who will in turn send the check along with other registration materials to the conference organizers, OR
  - b.) directly to the conference organizers on behalf of the person requesting the stipend
- 2.) The DDRB may send a check payable to the individual requesting the stipend. A paid receipt from the event organizers must be received by the DDRB prior to payment. The DDRB must receive the receipt within 30 days after the event.

**Evaluation follow-up required:**

Individuals receiving stipends are required to complete an evaluation of the event vs. expectations. Evaluations are to be submitted to the Executive Director of the DDRB. Additional stipends will be contingent upon receipt of evaluations.

Developmental Disabilities Resource Board  
**Conference Stipend Program for Individuals and Families**  
**EVALUATION FORM**

*This form must be submitted within 30 days of the conference event. Additional stipends will be contingent upon receipt of evaluations.*

**Title of Conference Attended** \_\_\_\_\_

Instructor(s): \_\_\_\_\_

Date of Conference: \_\_\_\_\_ Registration Fee: \_\_\_\_\_

Location of Training: \_\_\_\_\_

**1. How would you rate the instructor? Check all that apply or add:**

- |  |                                      |                                   |
|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Energetic     | <input type="checkbox"/> Interesting | <input type="checkbox"/> Off-task |
| <input type="checkbox"/> Boring        | <input type="checkbox"/> Likable     | <input type="checkbox"/> _____    |
| <input type="checkbox"/> Knowledgeable | <input type="checkbox"/> Long-winded | <input type="checkbox"/> _____    |

**2. How much of the content was helpful to you?**

- Most or all of the presentation
- A considerable amount of the presentation
- Some portions/maybe half of the presentation
- Very little or none of the presentation

**3. Was this conference worth the cost of the registration fee?** Yes No

**4. How will the information you learned enhance the life of the person with the developmental disability?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5. Would you recommend other individuals or families attend this conference? Why or why not?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

Submit this evaluation form within 30 days of the conference.

SEND to:                   DDRBR  
156 St. Peters Centre Blvd.  
St. Peters, MO 63376

