



MEMORANDUM

February 9, 2004

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TO: Chief Executive Officers ]  
Faculty Athletics Representatives ] of NCAA Division III  
Directors of Athletics ] Member Institutions.  
Senior Woman Administrators ]  
Compliance Coordinators ]  
NCAA Division III Conference Commissioners

FROM: Daniel T. Dutcher  
Vice-President for Division III

Bridget Belgiovine  
Director of Division III.

SUBJECT: 2004 NCAA Regional Seminars Grant Program.

The NCAA regional seminars grant program is offered as part of Division III's strategic initiatives to enhance membership communication and education. Originally created to assist Division III representatives from independent institutions, additional resources were allocated in 2003 to provide grants for representatives from member conferences. For 2004, we are again pleased to offer maximum grants up to \$750 per person for both independent institution and member conference representatives to cover air fare, lodging and mileage.

Each NCAA regional seminar includes specific Division III educational sessions on awards and benefits; recruiting; playing and practice seasons; eligibility and transfers; newly adopted legislation; and governance issues. The Division III-specific programs are scheduled Wednesdays and Thursdays at each seminar location. Regional seminar programming also includes many sessions of interest to all divisions, such as a Title IX update; a look at the roles of the faculty athletics representative and the senior woman administrator; and ways to enhance your student-athlete advisory committees.

The 2004 NCAA regional seminars are scheduled for the following dates and locations:

- May 5-7 - Anaheim**
- May 19-21 - Indianapolis**
- June 2-4 - New York**

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To receive a Division III regional seminar grant, you must complete and return a grant application **by Monday, April 5**. Grant applications are available on the NCAA Web site at:

[http://web1.ncaa.org/surveys/reg\\_seminar\\_grant\\_app.html](http://web1.ncaa.org/surveys/reg_seminar_grant_app.html)

Grant recipients will be notified if their grant is approved via e-mail within 10 days after the NCAA receives their application. Approved grant recipients will be expected to book their airline reservations for regional seminar travel through Short's Travel Management, the NCAA's travel service. Instructions for making airline reservations will be in the grant approval e-mails. Using Short's, the airfare will be direct billed to the NCAA. As in the past, grant recipients will need to make their own hotel reservations.

An online expense reimbursement form, new for 2004, will be on the NCAA Web site beginning May 1. After the seminar, you will need to complete the reimbursement form, and return the signed form via fax or mail to the NCAA. To comply with IRS regulations, receipts will be required.

Grant requests for multiple institutional representatives will be considered based on the availability of funds.

If you have questions about this program, please contact Janice Whitehead, executive assistant for Division III, at the NCAA national office ([jwhitehead@ncaa.org](mailto:jwhitehead@ncaa.org) – 317/917-6941).

Seminar registration and hotel information for each site can be found at:

[http://www1.ncaa.org/eprise/main/membership/membership\\_svcs/regional\\_seminars/index.html](http://www1.ncaa.org/eprise/main/membership/membership_svcs/regional_seminars/index.html)

We look forward to meeting with you at the 2004 regional seminars. Thank you.

DTD/BB:jw