



**Community Health Worker Training Stipends  
Midwest Stream Farmworker Health Forum 2014**

**Requirements**

Only CHWs/Promotores are eligible for this training stipend. To receive this stipend, one (1) CHW/Promotor from your organization **must attend** the Popular Education and Community Organizing session, Hombres Preparados, an HIV Training; OR Road to Good Health- Diabetes Training for CHWs session listed below.

Those CHWs that attend must also be willing to **participate in on-site focus groups and follow-up evaluations** regarding the forum.

The goal of providing training stipends is for CHWs to have training opportunities and receive CEUs if needed. We highly encourage those receiving training stipends to attend required sessions and the forum in its entirety.

Thursday, November 20th

8:30 AM – 12:00 PM

Popular Education and Community Organizing Intensive  
**(required for one (1) stipend recipient from your organization)**

Friday, November 21st

8:30 AM – 12:00 PM

Hombres Preparados, An HIV Training **(required for one (1) stipend recipient from your organization)**

**OR**

1:30 – 5:00 PM

Road to Good Health- Diabetes Training for CHWs **(required for one (1) stipend recipient from your organization)**

Saturday, November 22<sup>nd</sup>

8:30 – 10:00 AM

Wall of Wonder- Understanding Agricultural Workers of the Midwest – Roundtable discussions (encouraged)

**Training Stipend Amount**

\$200.00 of the training stipend will be applied to the discounted \$200.00 Promotor/CHW registration fee. The remainder for each recipient will be used for 3 night's hotel (room/tax). **CHWs will need to provide a credit card at time of reservation and check-in for incidentals.** Depending on the number of CHWs from your organization, the **Travel Reimbursement amount below** will be reimbursed to your organization following the conference to support travel-related expenses. Below, you will find an approximate breakdown of the stipends being awarded to your organization.

	<b>1 CHW</b>	<b>2 CHWs</b>	<b>3 CHWs</b>	<b>4 CHWs</b>
Cost for 3 Nights Hotel	\$407.10	\$407.10 (shared room)	\$513.30 (shared room)	\$584.10 (shared room)
Conference Registration	\$200.00	\$400.00 (\$200 x 2 CHW's)	\$600.00 (\$200 x 3 CHW's)	\$800.00 (\$200 x 4 CHW's)
Travel Reimbursement	\$0.00	Up to \$400.00 (W/ receipts)	Up to \$600.00 (W/receipts)	Up to \$800.00 (W/receipts)



## Instructions

- **By Friday October 02, 2014** send me an email or call me (contact information below) confirming that your organization will request this stipend and the number of CHWs you will be sending based on numbers indicated above. The registration “promo code” will be given at this time.
- By October 10<sup>th</sup>, please:
  - Use the link below to register for the conference. Please enter the code you were provided under “Promo Code”, click “Apply” and then select the “Community Health Worker/Lay Health Worker/Student” rate.
    - **Registration Link:**  
<http://events.constantcontact.com/register/event?llr=bsj54lcab&oeidk=a07e9jy0v9w4844bbdb>
  - Reserve rooms (hotel information below) as soon as possible and no later than **October 20<sup>th</sup>**.  
Please provide the hotel the name of all CHWs sharing the room.
    - **Hotel Information**  
Hyatt Regency San Antonio Riverwalk San Antonio, TX  
Room rates, which provide single/double occupancy, are \$115.00/night plus tax and \$145-165/night plus tax for 3-4 occupancy  
Hotel Reservations at: 800-233-1234  
Refer to group: “National Center for Farmworker Health- Midwest Stream Forum” or online at <http://bit.ly/MidwestSF2014>
- At the conference, training stipend recipients should:
  - Check in at registration desk, and
  - Sign in and attend all required sessions (listed above).
- **All travel receipts need to be mailed no later than 3 weeks after the Conference. Please mail NCFH all travel receipts for reimbursement if applicable. NCFH will mail all travel reimbursements in the form of a check to your organization.**

When mailing travel receipts for reimbursement, please mail to:

**NCFH Attn: Susan Hernandez  
Travel Stipend Receipts  
1770 FM 967  
Buda, Texas 78610**

**Include your name and agency name to where the travel stipend is to be reimbursed.  
Please include your phone number and/or email address in case I need to contact you.  
All travel receipts for reimbursement must be received by Friday December 5<sup>th</sup> in order to be reimbursed.**

**Thank you,  
Susan Hernandez  
Administrative Services Coordinator  
National Center for Farmworker Health, Inc.  
512-312-2700 [hernandez@ncfh.org](mailto:hernandez@ncfh.org)**