



GUIDELINES

In February 2007 and 2008, Kaleisia Tea Lounge at Fletcher and 15th Streets in Tampa hosted the Gifts of Love Celebration and auctions to benefit the Center for Autism and Related Disabilities at the University of South Florida (CARD-USF). Silent and live auction items were available, as well as, of course, a selection of Kaleisia's finest teas and goodies. Live entertainment by the Seahorse Orchestra and many others and a presentation about CARD-USF rounded out 2 delightful evenings.

In honor of the generous, community spirit of Kim Pham and Lan Ha, the owners of Kaleisia, CARD-USF has created the *Kaleisia Family Development Project*. The Kaleisia Project was established to provide funding for services related to autism in the areas of training and development for families and individuals with autism spectrum disorders. Families and individuals can request stipends for registration to attend autism related events, trainings, educational programs, conferences or workshops.

Application Guidelines

1. All applicants must be registered constituents of CARD-USF
2. Applicants are encouraged to submit funding requests at least 3 weeks prior to the event date.
3. A completed copy of the event, workshop or conference registration form should accompany the application.
4. Applicants may only be funded once annually.
5. Applications will be reviewed and applicants will be notified of the status within a week of receipt.
6. Applicants generally pay up front for registration fees and then receive a reimbursement check after the event with a receipt for paid attendance. Applicants will be asked to complete an *Independent Contractor Service Agreement* prior to reimbursement.
7. Applicants agree to bring back materials and information to share with other families and CARD-USF staff. In some cases, we may request a written summary of your experience.



Application

Name:

Address:

Telephone:

Email Address:

Have you been funded by CARD-USF previously for an autism related event/workshop/conference?

If yes, for what and when?

How will you benefit from the information presented? How will you share this information with the community?

Information about the event/conference/workshop:

Title:

Date & Location:

Total cost of registration:

(please note that CARD-USF will generally only reimburse up to \$75 for registration per event annually)

Please attach a completed copy of the registration brochure.

Submit at least 3 weeks prior to the scheduled event to:

Dr. Karen Berkman, Director

CARD-USF

13301 Bruce B. Downs Blvd. MHC 2113A

Tampa, FL 33612

Email: kberkman@fmhi.usf.edu

Fax: 813-974-6115