

The Dr. William S. Webster NEBAALAS Education/Scholarship Award Application Form

Name: _____

Job Title: _____

Certification Level (if applicable): _____

Institution: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

TO APPLY:

1. Meet the requirements on the following page describing the Dr. William S. Webster New England Branch of AALAS Educational and Scholarship Fund.

In a short essay, please answer 2 and 3 below:

2. Tell us about the last NEBAALAS, AALAS, or LAMA meeting you attended.

3. Tell us which particular meeting, course or certification exam that you would like to attend/complete and why.

Please attach a signed copy describing the above to this application Form

PLEASE RETURN APPLICATION FORM TO:

NEBAALAS Scholarship Committee Chair

c/o

Candy Carr

18 King Ave

Plymouth, MA 02360

Email: ccarr@transnetyx.com

Phone: (508)472-4518

The Dr. William S. Webster New England Branch of AALAS Educational and Scholarship Fund

The following guidelines have been established for NEBAALAS members who wish to apply for: financial assistance in order to attend meetings, workshops, seminars, or training programs; or for AALAS certification courses and/or exams.

ABOUT THE APPLICANT

- 1.1** Applicant must be a current member of the New England Branch of AALAS. However, the Board may consider exceptions to be made in the event of financial need or hardship. Please do not hesitate to fill out the application if you feel you are a strong candidate.
- 1.2** Applicant will need a **letter of recommendation from his or her supervisor.**
- 1.3** Applicant may submit up to one other letter of recommendation to accompany the supervisor recommendation
- 1.4** Applicant must submit the **Dr. William S. Webster NEBAALAS Education and Scholarship Award Application Form.**
- 1.5** After completing a sponsored program, the applicant must be prepared to either give a short presentation (at least 5 minutes) at any one of our NEBAALAS meetings or write an article for the NEBAALAS Newsletter on the program you attended.
- 1.6** If the applicant attends the National AALAS meeting, he/she must volunteer to be a session facilitator or AALAS Foundation booth volunteer for at least 1 hour during the National Meeting.
- 1.7** Failure of the recipient to fulfill their obligation to give a presentation or write an article within a reasonable period of time after completion of their program could result in monies being required to be returned to the Scholarship Fund.

ABOUT THE APPLICATION

- 2.1** Applications are regularly printed in the NEBAALAS newsletter and posted on the NEBAALAS website. The Committee Chair may also be contacted to request an application.
- 2.2** Applications have no deadline. You may apply for a scholarship for any program at anytime during the year.
- 2.3** Applications must be submitted to the name and address listed on the form.
- 2.4** The Scholarship Committee or an ad hoc scholarship committee will review all applications.
- 2.5** All applicants will be notified of the Committee's decision.

ABOUT THE SCHOLARSHIP AWARD

- 3.1** \$2,000.00 is allotted annually for the education/scholarship fund, allowing for at least 2 scholarships annually.
- 3.2** Recipients of the Dr. William S. Webster Educational Scholarship will be announced at the NEBAALAS meeting and in the NEBAALAS newsletter.
- 3.3** Recipients will receive up to \$1,000.00 to assist in their travel, lodging, registration, food (\$35.00 per diem allotment), and/or exam fees. The original receipts, with an expense form, shall be submitted to the NEBAALAS Treasurer within one month of the program or certification course/exam completion.

3.4 Travel/Expense Report forms can be obtained from the Treasurer.

3.5 All moneys awarded will be utilized to attend meetings, seminars and workshops, training programs, etc., as deemed appropriate by the Committee.

3.6 If the recipient is unable to attend, all moneys will be returned to the NEBAALAS Treasurer.

3.7 The Treasurer must keep a separate account for all moneys received or spent, with the Scholarship Committee.

3.8 It will not be mandatory for the scholarship moneys to be awarded annually.

3.9 NEBAALAS Executive Officers and members of the Scholarship Committee are not eligible for the award.