

## The NEBAALAS National AALAS Meeting 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 NEBAALAS National AALAS Scholarship Award 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 why would like to attend the National AALAS Meeting. 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: [candy.carr.mit@gmail.com](mailto:candy.carr.mit@gmail.com)

Phone: (508)472-4518

## **The New England Branch of AALAS National AALAS Scholarship**

The following guidelines have been established for NEBAALAS members who wish to apply for: financial assistance in order to attend the National AALAS meeting.

### **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 NEBAALAS National AALAS Scholarship Award Application Form.

1.5 After attending the National AALAS Meeting, 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 your experience at the National Meeting.

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 by March 31st of the following year (when a new recipient is named) could result in the 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 The National AALAS Scholarship application must be received by the Scholarship Committee chair by March 31st preceding the National AALAS meeting that calendar 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 The National Meeting Scholarship is an award of up to \$2,000.00 in order for the recipient to attend the national meeting to help cover the cost of fees, travel, lodging, and food (\$35 per diem allotment).

The original receipts, with an expense form, shall be submitted to the NEBAALAS Treasurer within one month of returning from the National Meeting.

3.2 Recipients of the National AALAS Scholarship will be announced at the NEBAALAS meeting and in the NEBAALAS newsletter.

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

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

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

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

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

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