

Would you like one of these scholarships?

Good news! A scholarship has been developed to assist AZ-NV-NM Division members in their efforts to attend IAAP events. This informational letter outlines the new opportunity available from your AZ-NV-NM Division. The East Valley Gateway (EVG) Chapter disbanded June 2008 as a slate of officers was not secured for the 2008-09 year. Although this was an unfortunate occurrence, something good came of it. The EVG Chapter membership voted to form a conference scholarship program (\$4,000) for AZ-NV-NM Division members (EVG/AZ-NV-NM Division Scholarship Program).

The scholarship program is available to **all** members of the AZ-NV-NM Division (excluding AZ-NV-NM Division officers) seeking assistance with registration fees for Division and/or IAAP events during the 2009 year. Scholarship distribution will be as follows:

One scholarship for each of the following events:

- IAAP Annual Convention
- IAAP Professional Education Conference
- IAAP Certification Conference

Numerous scholarships for the following events (number of scholarships to each event will be determined by the registration fee):

- Division Annual Meeting
- Division Educational Seminar

Although the application is inclusive of all events, a separate application will be required for each requested scholarship. Applications must be postmarked no later than November 30, 2008 and should be mailed to:

Pat Boland CAP
700 East Mesquite Circle, K101
Tempe, AZ 85281

Applications will be scored based on a total of 100 points possible. Points will be awarded based on experience and participation within the organization. The Scholarship Committee will review all applications and make recommendations to AZ-NV-NM Division Board based on the scoring of each applicant for every one event. Your AZ-NV-NM Division Board will make the final determination on scholarship recipients.

The goal of the EVG/Division Scholarship Program is to increase attendance and knowledge of the educational opportunities available to **all** AZ-NV-NM Division members. Once a recipient has been chosen that member and their Chapter President will be notified. Recognition of all scholarship recipients will be included in the AZ-NV-NM Division newsletter. The Scholarship Committee looks forward to your submittals!

Arizona-Nevada-New Mexico Division
 International Association of Administrative Professionals (IAAP)®



EVG/DIVISION SCHOLARSHIP APPLICATION

A. APPLICANT INFORMATION

60 pts

1. Applicant Information - PLEASE TYPE OR PRINT

Name _____

Street Address _____

Mailing address if different _____

City _____ State _____ Zip _____

Telephone () _____

E-mail _____

Chapter _____

Membership # _____

2. Type of Certification (Check all that apply) - (10 pts)

A. IAAP Certification

- CPS CAP None

B. College Degree/Hours

- BS MS Hours # _____
 BA MA

3. Biography:

(50 pts)

4. On a separate piece of paper, please include a biography which includes the following criteria:

- Your experience in IAAP (roles, responsibilities, and authority) it's okay that you are **only** a member!! (Members make chapters)
- Work History
- How many years you have been an IAAP member
- Where you joined
- What was the driving force behind joining a chapter or member-at-large

B. APPLICANT'S MONETARY MATCH

1. There are times when a monetary match is appropriate or necessary for individuals to attend seminars and conferences. Would there be a monetary match for the scholarship you are applying for?

- | | | |
|----------------------|------------------------------|-----------------------------|
| Employer match | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Chapter monies match | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Personal match | <input type="checkbox"/> yes | <input type="checkbox"/> no |

C. APPLICANT’S IAAP HISTORY

1. Participation

40 pts

Indicate the activities (Chapter/Division/International) that you have participated in during 2006-2008 and how many:

Activity (ies)	Number attended in the three year period
Chapter meetings	_____
Administrative Professional Day Celebration	_____
Division Annual Meeting	_____
Division Educational Seminar	_____
IAAP Professional Education Conference	_____
IAAP Certification Conference	_____
IAAP Annual Conference	_____

2. Have you ever attended the seminar/conference that you are applying for?

Yes No

3. If so what year? _____

4. How is your IAAP membership paid for:

Employer Self Combination

If it is a combination what percentage does your employer pay and what percentage do you pay?

_____ employer _____ self

5. If you have not attended past educational seminars/conferences why?

D. PUTTING IT ALL TOGETHER

1. Application must be complete when received

2. Signature page must be complete or application will be invalid

3. Upon award of scholarship a \$50.00 refundable deposit will be required from awardees. Monies will be refunded upon receipt of a written report that outlines what seminars and group activities were attended. It must also include a thoughtful overview of your experience—Division Report is limited to one page in length and IAAP report is limited to two pages in length.

4. Final disbursement of scholarship will be done via Division treasurer who will handle the registration for the scholarship winners.

E. SCHOLARSHIP SELECTION

Please indicate which conference you are applying to utilize scholarship monies for – select only one:

2009 Conferences

- Division Education Conference—January 30, 2009—Tucson
- Division Annual Meeting—Reno, Nevada
- IAAP Annual Conference—Minneapolis, Minnesota
- IAAP Certification Conference
- IAAP Professional Education Conference

F. SIGNATURES

All applications must have a signature page attached— **ALL** applications submitted without signature page will be returned as an incomplete application and will result in non-acceptance.

Applicant:

I have read and understand all facets of this application.

Print Name of Applicant

Signature of Applicant

 Date

Signature Chapter President**

 Date

** If Chapter President's signature is not included application will **NOT** be accepted.

Application Deadline: November 30, 2008

Mailing Address: Pat Boland CAP
 700 E. Mesquite Circle K101
 Tempe, AZ 85281

Questions: Please contact Division Board