

## Arizona-Nevada-New Mexico Division

International Association of Administrative Professionals (IAAP)®



Great News!! The scholarship program continues to be available to assist AZ-NV-NM Division members in their efforts to attend Division IAAP events. This informational letter outlines the continued opportunity available from your AZ-NV-NM Division.

The scholarship program is available to **all** members of the AZ-NV-NM Division (excluding Division officers) seeking assistance with registration fees for the 2010 Division Education Forum and Annual Meeting (DEFAM). Several scholarships are available.

Applications must be submitted electronically no later than April 7, 2010, to [AZNVNMdivisionscholarship@gmail.com](mailto:AZNVNMdivisionscholarship@gmail.com). Please remember the signature page (a page of the application) must be complete (March Chapter Meeting?) for your application to be considered valid.

Applications will be scored based on a total of 100 points possible. Points will be awarded based on need and experience/participation within the organization. The Scholarship Committee will review all applications and make recommendations to the AZ-NV-NM Division Board based on the point system. Your AZ-NV-NM Division Board will make the final determination on scholarship recipients.

The goal of the Division Scholarship Program is to increase attendance and knowledge of the educational opportunities available to **all** AZ-NV-NM Division members. Recognition of all scholarship recipients will be included in the AZ-NV-NM Division newsletter. The Scholarship Review Committee looks forward to your submittals!

# AZ-NV-NM DIVISION SCHOLARSHIP APPLICATION

International Association of Administrative Professionals (IAAP)®



## A. PERSONAL INFORMATION

### 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) - (20 pts)

#### A. IAAP Certification

CPS     CAP     None

#### B. College Degree/Hours

BS    BA    MS    MA    Hours # \_\_\_\_\_

### 3. Biography: (50 pts)

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

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

## 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?

- A. Employer match                       yes                       no
- B. Chapter monies match                 yes                       no
- C. Personal match                         yes                       no

2. If I am awarded free registration (\$199), I have secured the time off. \_\_\_\_\_ (Initial)

3. I will be financially able to attend the 2010 DEFAM. \_\_\_\_\_ (Initial)

**C. APPLICANT'S IAAP HISTORY**

**1. Participation - (30 pts)**

Indicate the activities (Chapter/Division/International) that you have participated in during 2007-2009 and how many:

<b>Activity (ies)</b>	<b>Number attended in the three year period</b>
Chapter meetings	_____
Administrative Professionals Day Conference	_____
Division Annual Meeting	_____
Division Educational Seminar	_____
IAAP Professional Education Conference	_____
IAAP Annual Convention	_____

**2. How is your IAAP membership paid for?**

- Employer       Self       Combination

**3. 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. Final disbursement of scholarship will be done via Division treasurer who will register the scholarship winners.**

## E. 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.

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Signature of Applicant

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Print Name of Application

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Date

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Signature of Chapter President\*\*

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Date

**\*\* If Chapter President's signature is not included, application will NOT be accepted. \*\***  
*(excluding Division Members-at-Large)*

## F. DEADLINE

1. Application Deadline: April 7, 2010
2. Online submittal to Scholarship Committee at the following URL:  
[AZNVNMdivisionscholarship@gmail.com](mailto:AZNVNMdivisionscholarship@gmail.com).

Questions: Please contact Division Board