2018 NAAEE Conference

Affiliate Scholarship Application

**Application Deadline: Monday, August 1, 2018**

*Help us ensure that this application reaches the decision-makers in your Affiliate organization as soon as possible. If you're not the right contact, please pass it on!*

Thanks to ee360, NAAEE is once again able to offer travel scholarships to help Affiliate leaders attend the one day Affiliate Workshop and related sessions at the annual conference. The conference offers a variety of formats for professional learning and networking with colleagues from all over the world. **The Affiliate Workshop will be held on Wednesday, October 10 from 8:30 a.m. to 4:30 p.m. and participation is required of all scholarship recipients.**

There will also be other meetings and concurrent sessions designed by and for Affiliates held throughout the conference.

**Basic Scholarship Information**

* Affiliate must be a current member of the Affiliate Network, with dues paid for 2018, to submit an application.
* NAAEE will accept one application per Affiliate organization, but scholarship funds may be used to support one or more individuals.
* Scholarship recipients must be active members of the Affiliate and projected recipients must be identified on the application.
* To help maximize participation of states and provinces across the Affiliate Network, states/individuals receiving ee360 Leadership Team funding are not eligible to apply for Affiliate scholarships.
* We anticipate awarding at least $1,000 per Affiliate, depending on the number of applications received. If additional funds are available, priority will be given to those Affiliates bringing more than one confirmed representative.
* Requests are not limited to $1,000 per Affiliate. However, please ask only for what you genuinely need so we can support as many people as possible.
* There is an individual limit of $1,200 from all NAAEE sources. Affordability scholarships that reduce registration by 50% cannot be combined with Affiliate scholarships.
* Typically, overall conference expenses are about $1,600–$1,800 per person, depending on travel costs and other details, so individuals should not expect the scholarship to cover the entirety of their expenses.
* The projected recipients and amount per person can be adjusted according to actual expenses before final reimbursement requests are submitted as long as the total state request does not exceed the original award total.

**Required Participation**

The Affiliate may allocate the scholarship to as many individuals as it wishes. Any person receiving funds from the scholarship must:

* Register online for and attend the Affiliate Workshop on Wednesday, October 10, from 8:30 a.m. to 4:30 p.m.
* Be a member and active leader of your Affiliate
* Provide a 1:1 match of scholarship funds (see details below)
* Submit a complete, accurate, and fully documented reimbursement request immediately after the conference and no later than October 31, 2018.

**Rules for Use of Scholarship Funds**

* Scholarship funds can be used to cover all or part of each individual's conference registration and/or travel expenses, including travel to the conference, lodging, local transportation, and meals (no alcohol) up to a maximum of each individual scholarship (or combined scholarships if you are receiving funds from more than one ee360 source).
* Recipients must register for the conference as well as the Wednesday Affiliate Workshop through the online registration system. There is a fee of $48 per person to cover meals and breaks for the workshop.
* As a state team, a minimum 1:1 match is required for all federal funds received. That is, for $1,000 in scholarship funds, your team must provide at least $1,000 of documented match. Match may be met using *all* time spent traveling to, planning for, and attending the full conference and any unreimbursed expenses that are not paid using federal funds of any kind.
* NAAEE can use scholarship funds to cover full or partial conference registration up front. Instructions for doing so will be sent to scholarship awardees.
* All other expenses, including airfare, will be reimbursed—WITH PROPER DOCUMENTATION—after the conference. Save all receipts!
* Reimbursements will be submitted and paid individually according to the adjusted state list of participants and award amounts.
* All individuals must register for the conference by the August 24 early bird deadline and must make their own travel arrangements.

**To Apply**

Please complete this [online form](https://docs.google.com/forms/d/1KRU_vDjk3jTGDE6_Eto2RIVY8qS2baHB9Q_a__Rml9w/edit) (one per Affiliate), which includes the questions below. The deadline for applications is midnight **Wednesday, August 1, 2018 local time**. We cannot accept late applications. We will do our best to award scholarships by August 10, 2018 so you can easily meet the August 24 early bird registration deadline.

**Have Questions?**

Please contact:

Adrian Ayson

Chair, Professional Development

Affiliate Network Steering Committee

Adrian@eematters.org

978-391-4265

**You must fill out and submit the application form online.
Click here:** [**2018 Affiliate Scholarship Application**](https://docs.google.com/forms/d/1KRU_vDjk3jTGDE6_Eto2RIVY8qS2baHB9Q_a__Rml9w/edit)

**For your reference, here are questions you will see on the online Scholarship Application form:**

*Affiliate Name:*

*Contact Name:*

*Email:*

*Phone:*

*Is your organization currently a member of the Affiliate Network?*

*How much funding are you requesting (total per Affiliate): $\_\_\_\_\_\_*

*How many affiliate leaders do you intend to support with this funding? \_\_\_\_.*

*List the name (even if tentative), relationship to the Affiliate, email address, and the requested amount of scholarship funding for each scholarship recipient.*

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| --- | --- | --- | --- |
| ***Name*** | ***Relationship to Affiliate*** | ***Email Address*** | ***Total Funding Requested*** |
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*Anything else you want us to know?*

**Link to application form:** [**2018 Affiliate Scholarship Application**](https://docs.google.com/forms/d/1KRU_vDjk3jTGDE6_Eto2RIVY8qS2baHB9Q_a__Rml9w/edit)