



Scholarship Program
RITA LASHWAY
EMPIRE STATE SOCIETY OF ASSOCIATION EXECUTIVES

DONOR INFORMATION



What is the ESSAE Rita Lashway Scholarship Fund?

It is a restricted fund established to support leadership development and pursuit of CAE, CMP or CMM professional certifications. The program is administered by the ESSAE Board-appointed Scholarship Committee.

What is the purpose of the ESSAE Scholarship Fund?

The fund is in place to support cultivation of the next generation of association industry leaders and as a source of financial support for ESSAE members pursuing industry designations.

How does this program support my organization?

Your investment funds a program that supports the association industry and extends support to ESSAE members in their pursuit of certification. Collectively, organizations benefit from the development of industry professionals.

What are the eligibility requirements and how are scholarships awarded?

ESSAE association, supplier or affiliate members in good standing are eligible. The ESSAE Scholarship Committee reviews all applications and submits recipient recommendations to the ESSAE Board for approval.



How is the program funded and managed?

Member organization and community support represent primary funding sources. The ESSAE Board contributes a portion of proceeds from the Annual Holiday Party silent auction. The fund is perpetual and managed via a dedicated bank account. No more than 20 percent of the fund balance is awarded during any year.

What level of donation are you requesting?

Annual donations to sustain the program are essential. Donations of any amount are graciously accepted and most often range from \$100 to \$500.

How often will I be contacted?

The Scholarship Committee conducts fundraising campaigns throughout the year.

How will my donation be recognized?

All donors will be recognized in a variety of ways including: website, e-news, newsletter and other communication opportunities to salute those who contribute to the fund.

Where should I direct my donation?

Donations can be made online at www.essae.org or mailed to ESSAE Rita Lashway Scholarship Fund c/o Vanessa LaClair, CMP, ESSAE Executive Director 120 Defreest Drive, Suite 100, Troy, NY 12180

To whom should I direct questions?

Vanessa LaClair, CMP, ESSAE Executive Director at (518) 463-1755 or vanessa@essae.org

Scholarship Committee

James Page, ESSAE Board of Directors |
Sponsorship Committee Chair
Director of Information Technology and
Project Planning
New York State School Boards Association

Deb Duffy, Senior Association Manager
Association Development Group

Kathy Febraio, CAE, ESSAE Immediate Past
Chair | Executive Director
Pharmacists Society of the State of New York

Kathy Gormley, CMP, Director of Conference
Management
Leading Age New York

Chip Lacure, Business Development
CMI Communications

Rita Lashway, MBA, CAE
Empire State Society of Association Executives

Gina Mintzer, CMP, MHA, Director of Sales
Albany County Convention + Visitors Bureau

Vanessa LaClair, CMP, Executive Director
Empire State Society of Association Executives

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What is the ESSAE Rita Lashway Scholarship Fund?

It is a restricted fund established to support leadership development and pursuit of Certified Association Executive (CAE); Certified Meeting Professional (CMP) or Certified Meeting Manager (CMM) designations. The program is administered by the ESSAE Board-appointed Scholarship Committee.

What is the purpose of the Scholarship Fund?

The fund is in place to support cultivation of the next generation of association industry leaders and as a source of financial support for ESSAE members pursuing industry designations.

What are the eligibility requirements and how are scholarships awarded?

APPLICANTS

1. Must be a current ESSAE association, supplier or affiliate member in good standing.
2. Meet the exam eligibility requirements for CAE, CMP or CMM.
3. Document professional, organizational or departmental need.

APPLICATION PROCESS

1. Completed application must be received on or before the 2nd Friday of November.
2. A letter of support from your immediate supervisor is required.
3. Incomplete or late applications will not be considered.

SELECTION

1. Applications are reviewed by the Scholarship Committee.
2. Board of Directors reviews Scholarship Committee recommendations and approves awards.
3. Recipients are announced at the ESSAE Annual Holiday Party.



RECIPIENTS

1. Receive up to \$500 to assist with registration and exam fees.
2. Must provide fund usage documentation by the 1st Friday of June.
3. Agree to serve on an ESSAE committee.
4. Be willing to mentor future scholarship recipients.
5. Agree to write an article or record a video on the experience for publication in conjunction with the Annual Meeting and/or program promotion. ESSAE reserves the right to use said article and/or video in its marketing, membership outreach, and in other association business as it deems appropriate.

Where can I access the application?

Visit the RLS Program page on the ESSAE website, www.essae.org.

Where should I direct my completed application?

ESSAE Rita Lashway Scholarship Fund
c/o Vanessa LaClair, CMP, ESSAE Executive Director
120 Defreest Drive, Suite 100
Troy, NY 12180

To whom should I direct questions?

Vanessa LaClair, CMP, ESSAE Executive Director
vanessa@essae.org or (518) 463-1755