

Rita Lashway Scholarship Program

The scholarship program serves an important purpose: to provide support for association professionals who wish to expand their knowledge and expertise in the field of association management.

Whether in the early years of a promising career or a more tenured position, ongoing professional development is necessary to hone skills and maintain cutting edge creativity. Everyone benefits from advanced training and development opportunities. Yet not everyone works for associations that can afford to fund certification opportunities to their staff. ESSAE recognized this need and established a scholarship program.

The scholarship program, administered by the ESSAE Board appointed Scholarship Committee, is a restricted fund established to support leadership development and pursuit of the Certified Association Executive (CAE); Certified Meeting Professional (CMP), Certificate in Meeting Management (CMM), Certified Destination Management Executive (CDME) designations or participation in the Association Leadership Academy (ALA).

The program is funded by member organizations and community support. ESSAE contributes a portion of the proceeds raised during its annual Holiday Party & Silent Auction each December directly into the scholarship program.

RECIPIENTS

Are eligible to receive up to \$500 per application and up to \$1,000 throughout the lifetime of the program;
Must provide fund usage documentation within 6 months of award;
Have a willingness to serve on an ESSAE committee and/or support future scholarship recipients; and
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

About the Scholarship

WHAT IS THE PURPOSE?

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.

APPLICANTS

Must be a current ESSAE association, supplier, or affiliate member in good standing. Applicants are judged based on association involvement and demonstrated leadership ability. Applicants should indicate professional, organizational, or departmental need.

APPLICATION PROCESS

Scholarship(s) will be awarded twice a year. Applications are due before the 2nd Friday in November and the 2nd Friday in March. A letter of support from your immediate supervisor is required. Incomplete or late applications will not be considered.

SELECTION

Applications are reviewed by the Scholarship Committee. Board of Directors reviews Committee recommendations and approves awards. Recipients are announced at the ESSAE Annual Membership Meeting & Awards Banquet.

QUESTIONS?

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

Application

 Name

 Title

 Company

 Address

 City, State Zip

 Phone

 Email

 Years in Present Position Member of ESSAE Since

Please indicate the scholarship year and certification you are seeking support for: YEAR: _____

_____ CAE _____ CMP _____ CMM _____ CDME _____ ALA

Are you willing to accept a partial scholarship?

_____ YES _____ NO

Do you meet the eligibility requirements to sit for an exam?

_____ YES _____ NO

List all of your non-reimbursed exam/education expenses:

Please indicate area(s) in which you would be willing to serve:

_____ VOLUNTEER
 _____ MENTOR
 _____ STUDY COURSE FACILITATOR
 _____ LEAD AN EDUCATION SESSION

To what extent will your employer financially support your work to attain certification. Please indicate the applicable percentage from 0-100%.

_____ ANNUAL DUES _____ APPLICATION FEE
 _____ CONFERENCE FEES _____ STUDY MATERIALS
 _____ EDUCATION SESSIONS _____ EXAM TRAVEL

ATTACH A SEPARATE DOCUMENT WHICH ANSWERS THE FOLLOWING:

DESCRIBE YOUR INVOLVEMENT IN ESSAE INCLUDING COMMITTEES.

PLEASE SHARE ANY PROFESSIONAL AWARDS YOU HAVE RECEIVED (I.E.) ASSOCIATION EXECUTIVE OF THE YEAR, RISING STAR, SUPPLIER OF THE YEAR, ETC.

PLEASE DESCRIBE YOUR INDUSTRY INVOLVEMENT INCLUDING OTHER ORGANIZATIONS AND/OR ARTICLES YOU HAVE WRITTEN OR PRESENTATIONS YOU HAVE DELIVERED.

PLEASE DESCRIBE HOW YOU HAVE PROMOTED THE VALUE OF ESSAE MEMBERSHIP.

HOW WILL THIS SCHOLARSHIP BENEFIT YOUR PROFESSIONAL DEVELOPMENT?

WHY SHOULD YOU BE CHOSEN TO RECEIVE THIS SCHOLARSHIP?

A LETTER OF SUPPORT FROM YOUR IMMEDIATE SUPERVISOR MUST ACCOMPANY YOUR APPLICATION.

By submitting this application, I agree to the criteria and requirements pertaining to the scholarship as outlined in the ESSAE Rita Lashway Scholarship Program. I also agree the scholarship is forfeited if I am unable to participate for any reason or do not pass the exam. I will immediately notify the ESSAE Executive Director and will reimburse ESSAE any advanced award monies and/or any assessed cancellation fees within 30 days of notification. I understand that I must reapply for future scholarships with no guarantee of award.

 SIGNATURE

 PRINTED NAME

 DATE

Please return your completed application to:
 VANESSA LACLAIR, CAE, CMP, EXECUTIVE DIRECTOR
 VANESSA@ESSAE.ORG