

## **Guidelines for Scholarship Applicants**

The WAAL Professional Development Committee has created three scholarship application forms for attendance at the WAAL conferences.

### **-Undergraduate Students**

This application form is for undergraduate students who express an interest in Information Science and who may or may not be employed by a library.

### **-Graduate Students**

This application form is for graduate students who are currently enrolled in an Information Science program and who may or may not be employed by a library. **If you are a graduate student who is employed or has an internship in a library please complete this application form.**

### **-ParaProfessional Staff**

This application form is for those individuals who are currently employed by a library as paraprofessional staff. If you are a graduate student who is employed or has an internship in a library please complete the application form for Graduate Students.

Each of the application forms require either a professor or a supervisor/library director to submit a letter of recommendation concerning the applicant. The recommendation letter should address the following qualities: **professional attitude; motivation; people skills; reliability; quality of service; and length of library service, if applicable.**

Each of the application forms require the applicant to submit a document of no more than one page in length explaining 1) their interest in the scholarship and 2) their reasons for wanting to attend the conference.

In addition to the two requirements listed in the paragraph above, applicants for the ParaProfessional Staff scholarship should also address the following questions in their document.

**-Will this be the first time that you have attended a WAAL conference?**

**-Are you interested in specific sessions because they pertain to your current position or because they pertain to future duties you will perform?**

**-How do you intend to distribute or communicate the information you have learned from this WAAL conference to your co-workers in the library?**

**-As a professional objective it is important that everyone continues to have a goal of improving their skills in delivering quality library services in their current position. Which sessions do you plan to attend at the conference that will support your goals for improvement and why?**

**Items Covered by the Scholarship Funds**

1. The registration fee for the WAAL conference.

If you applied and were awarded a Para Professional scholarship, and you are a WLA member, then please register accordingly on the WAAL registration form for the Conference. You are not considered a Guest.

If you applied and were awarded an Undergraduate or Graduate scholarship then you may register as a Student for the WAAL Conference.

2. All meals at the conference

Scholarship winners are encouraged to attend all meals, especially the lunch on the first day of the conference, if possible.

3. Costs associated with the hotel room for the scholarship winner. Financial considerations dictate that scholarship winners share a room with another winner based upon the gender of the individual. The scholarship will cover the cost of the room only. Any telephone calls, room service, etc. is the responsibility of the scholarship winner.

4. Mileage costs are reimbursed only if traveling to the conference in your own vehicle. Mileage rate will be determined by the WLA Office and noted on the Travel Voucher Reimbursement Form to be completed by the individual. After completion of the travel voucher the applicant should send it to the Chair of the Professional Development Committee to be submitted to the WLA office for reimbursement.

5. Additional expenses include meals purchased traveling to the conference and then those purchased returning from the conference to applicant's residence. Receipts must be submitted for these additional expenses if the applicant is to be reimbursed