

Guidelines for 2009 WAAL Scholarship Applicants

The WAAL Professional Development Committee has created three scholarship application forms for individuals wanting to apply for a scholarship to attend the annual WAAL conference.

Undergraduate students

Undergraduate students who express an interest in Library/Information Science and who may or may not presently be employed by a library. Undergraduates should have an academic standing of sophomore or above.

Graduate students

Graduate students who are currently enrolled full or part time in a Library/Information Science program, who are or will become WLA members prior to the WAAL conference*, and who have not previously attended a WAAL conference.

Paraprofessional staff

Those individuals who are currently employed by a library full or part time in a paraprofessional staff position, are not currently enrolled in a graduate Library/Information Science program, who are or will become WLA members prior to the WAAL conference*, and who have not previously attended a WAAL conference.

**WLA offers a 20% discount membership discount for first-time members or to individuals who have not had a WAAL membership for at least five (5) years.*

Application Application requires individuals to fill out and submit the appropriate application form and a one-page document explaining their reasons for wanting to attend the conference and what interests them about this particular conference. Please refer to the conference website to review conference content: <http://www.wla.lib.wi.us/waal/conferences/2009/schedule.html> .

Supporting reference Each application also requires a professor, supervisor, or library director to submit a letter of recommendation in support of the applicant. The recommendation letter should address the following qualities: professional attitude, motivation, reliability, quality and length of library service, as applicable. Your reference should also address what anticipated benefit s/he sees for you or your institution that your attendance at this conference may provide.

Items covered by scholarship funds

1. **Registration fee** for the WAAL conference.
2. All **meals** at the conference—scholarship recipients are encouraged to attend conference meals.
3. **Hotel room** costs (1/2 double occupancy rate, plus taxes) for the scholarship recipient. A scholarship recipient may share a room with another scholarship recipient or other individual. Arrangements will be addressed at the time the scholarship awards are made. The scholarship covers ½ double occupancy room rate only. Any telephone calls, room service, etc. is the responsibility of the scholarship recipient.
4. **Mileage** costs are reimbursed only if scholarship recipient is traveling to the conference in his//her own vehicle. Mileage rate is based on state employee reimbursement guidelines and must be noted on the travel voucher reimbursement form to be completed by the scholarship recipient.

5. **Additional expenses** covered include reimbursement for meals not provided as part of the conference and those purchased in traveling to and from the conference. Receipts must be submitted for these additional expenses. Reimbursement will be made according to state employee reimbursement guidelines.