



Scott Boord Career Development Scholarship Program Guidelines

Purpose of the Funds

The Scholarship is named for LeadingAge Florida (formerly FAHSA) Past Chair Scott Boord, in honor of his commitment to the career enhancement and mentoring of LeadingAge Florida members. The purpose of the Scholarship Fund is to enrich the understanding and skills of member community staff in order to improve the quality of life and the quality of care provided in LeadingAge Florida member organizations.

Source of the Funds

In conjunction with LeadingAge Florida's Annual Convention and Exposition and LeadingAge Florida's Annual Affordable Housing, Service Coordinator and Home and Community-Based Workshop, a Silent Auction is held to raise funds for the Scott Boord Career Development Scholarship Program. These funds provide LeadingAge Florida member communities with an opportunity to send eligible staff to LeadingAge Florida or LeadingAge educational conventions, workshops and seminars.

Maximum Amount of Funding

The maximum amount of funding available per applicant is \$500.00 for LeadingAge Florida/LeadingAge Educational Events and up to \$750.00 for LeadingAge Florida's Leadership Academy. No greater than 50% of the Fund balance can be expended in any given year. The number of scholarships available depends on the Fund balance.

Use of the Funds

The scholarship funds are earmarked for LeadingAge Florida or LeadingAge educational workshops or conferences. The funds can be used to cover registration fees, travel, or other conference-related expenses. The selected recipient will receive credit on the LeadingAge Florida registration or reimbursement of expenses by submitting an expense form with the receipts attached.

Eligibility Criteria

Any employee that has been working in a LeadingAge Florida member organization for at least six months and is pursuing enhancement of career skills and advancement can apply for a scholarship. The scholarship amount may not exceed the amount of LeadingAge Florida dues paid by applicant's organization. Each scholarship application will be reviewed and scored by LeadingAge Florida's Scholarship Committee. The following criteria should not prohibit someone from applying.

Scoring Criteria

- Applicant has been an employee for a minimum of six months at a LeadingAge Florida member organization.
- Applicant is a first-time attendee at conference for which scholarship funds are requested.
- Scholarship funds requested do not exceed member organizations dues to LeadingAge Florida.
- Applicant completed the one-page application.

- Applicant indicated willingness to participate in interview or complete a short evaluation form after attending the conference for possible article in the *LeadingAge Florida Link* newsletter.
- Applicant attached a letter of support from supervisor or team leader.
- Application materials submitted by stated deadline.

Application Process

1. Complete the one-page application and fax or mail to LeadingAge Florida no later than June 15th if you are planning to attend LeadingAge Florida's Annual Convention and Exposition.
2. Attach a letter of support from your supervisor or administrator/manager, if applicable.
3. If you choose to mail your documents, please send to: LeadingAge Florida's Scholarship Program, 1812 Riggins Road, Tallahassee, FL 32308. Faxes may be sent to (850) 671-3790.

Award Decisions

All applicants will be notified of receipt of application and timeframe for decision-making. A final decision letter will be mailed to applicant. The applicant will be recognized during the convention.

In choosing among multiple candidates, the Scholarship Committee may or may not consider the following:

- Consider the organization types among applicants (i.e., a balance from among member types will be sought).
- Consider professional mix among applicants (i.e., a balance across different professions will be sought).
- Consider only one applicant from a member organization per conference.
- Evaluate the strength of the letter of support.