



Scott Boord Career Development Scholarship Program Guidelines

Purpose of the Funds

The Scholarship is named for LeadingAge Florida's 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, Affordable Housing, Service Coordinator and Home and Community-Based Workshops, 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 for LeadingAge Florida/LeadingAge educational events and up to \$750 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 community.
- Applicant is a first-time attendee at event for which scholarship funds are requested.
- Scholarship funds requested do not exceed member communities 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 event 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 three weeks prior to the event you are planning to attend.
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.



Scott Boord Career Development Scholarship Program Application

Name _____

Position _____ Organization _____

Phone Number _____ Email _____

Length of time in profession _____ and with current employer _____

Yes, attached is a letter of support from my supervisor or administrator/manager.
(Please check if applicable and please write name and relationship below.)

Yes, I am interested in participating in an interview with LeadingAge Florida staff about my experience at the convention and about the knowledge and skills I brought back and shared with my coworkers.

Please answer the following questions to complete your application.

1. Why are you interested in attending this conference?

2. What programs/courses are you interested in registering for?

3. How will attending this conference help to improve the quality of life for elders in your care?

4. What will you do back at work to share what you learned with your coworkers?

