



## **Scott Boord Career Development Scholarship Program Guidelines**

### **Purpose of the Funds**

The Scholarship is named for LeadingAge Florida 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 communities.

### **Source of the Funds**

In conjunction with LeadingAge Florida's Annual Convention and Exposition, a Silent Auction is held to raise funds for the Scott Boord Career Development Scholarship Program. These funds provide LeadingAge member communities with an opportunity to send eligible staff to the annual convention or other eligible educational workshops and seminars.

### **Funding Guidelines**

For educational events and workshops, the maximum amount of funding available per applicant is the registration fee and up to \$500 reimbursement for approved travel-related expenses. For other training programs, award amounts are allowable up to \$2,500. The Board of Trustees at its discretion may approve requests of greater than \$2,500. No greater than 50% of the Fund balance can be expended in any given year. The number of scholarship available depends on the Fund balance.

### **Use of the Funds**

The scholarship funds are earmarked for LeadingAge Florida Annual Convention and Exposition, LeadingAge Florida educational workshops and events, and other educational and training opportunities that benefit LeadingAge Florida members and staff. The funds can be used to cover registration fees, travel or other education-related expenses. The selected recipient will receive credit on the LeadingAge Florida registration and/or reimbursement of expenses by submitting an expense form with the receipts attached.

### **Eligibility Criteria**

Any employee or trainee of a LeadingAge Florida member organization who is pursuing enhancement of career skills and advancement can apply for a scholarship. The President/CEO and the Education Committee Chair will review each scholarship application, make award decisions according to these guidelines, and report all scholarship activity to the Education Committee. The following criteria are not mandatory, but will be considered in award decisions.



### **Scoring Criteria**

- Applicant is an employee or trainee at a LeadingAge Florida member organization.
- Applicant is a first-time attendee at convention or educational program for which scholarship funds are requested.
- Applicant has completed the online application
- Applicant has indicated willingness to participate in interview or to complete a short evaluation form after attending the convention, educational program, or training for possible publication in print, digital and social media communications.
- Applicant has attached a letter of support from supervisor or administrator/manager.
- Applicant materials have been submitted by stated deadline.

### **Applicant Process**

1. Complete the online application at [www.LeadinAgeFlorida.org](http://www.LeadinAgeFlorida.org) no later than 30 days prior to the event. If you are planning to attend LeadingAge Florida's Annual Convention and Exposition, the application should be received by June 1<sup>st</sup>.
2. Attach a letter of support from your supervisor or administrator/manager, if applicable.

### **Award Decisions**

All applicants will be notified of receipt of application and timeframe for decision-making. A final decision will be emailed to applicant. The applicant may be recognized during the convention or educational event they are attending.

In choosing among multiple candidates, the following criteria may be considered:

- Organization types among applicants (i.e., a balance from among members types will be sought).
- Professional mix among applicants (i.e., a balance across different professions will be sought).