William E Haas Scholarship Best Practices
& Sample Application

About the Scholarship
Nearly 30 years ago William E. Haas, former Procurement Officer at Duke University, spearheaded a campaign for a scholarship fund to help NAEP members attend professional development courses. Professional development helps foster procurement practices that are at the leading edge, and that enable our membership to continually respond to the changing needs and goals of their universities with strategies that work.

- Each region is eligible to receive scholarship money every other year
- Total amount of award per region is $1,000 and can be subdivided into smaller award denominations.
- The scholarship is awarded for a calendar year and funding must be applied in that calendar year.
- Scholarship money can be used for any NAEP in-person or online training

Best Practices
- Identify a committee of volunteers (regional leaders and others) to volunteer to review applications

- Announce the scholarship early in the year or during the summer, depending on preference. Earlier in the year allows a recipient to attend the NAEP Annual Meeting and/or the fall regional meeting.

- Market the award early and often. Can enlist NAEP to assist in marketing to members in your region

- Each region can award scholarships in varying amounts to multiple winners. Common scholarship amounts are $250, $300, $500.

- Each region determines the eligibility and award requirements. Can include:
  - Volunteer/service to NAEP
  - Volunteer/service to higher education procurement or to specific institute
  - Goals/desired outcomes of recipient

- Consider making a regional donation at the end of the year to the William E Haas Scholarship
NAEP [REGION] Haas Scholarship Application

- Two (2) $500 Haas Scholarships will be awarded to NAEP [REGION] Region members. Funding may be used toward the expense of attending the 2019 NAEP [REGION] Regional Meeting, or a 2019 NAEP Institute, Academy or webinar, or the 2019 Annual Meeting in Kansas City.
- Applicants must be a member of NAEP and reside in the [REGION] Region.

**Submission Deadline: [DATE]**

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Certification(s)</td>
<td></td>
</tr>
<tr>
<td>Institution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State/Prov</td>
<td>Zip</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Scholarship funds will be presented to recipient(s) directly or by means of reimbursement after the event.

Provide information on your purchasing experience, responsibilities at your institution, and the anticipated benefits to your personal and professional growth.

Additionally, briefly address the benefits your institution will receive if you are awarded a scholarship. Would you be able to attend the meeting if the scholarship funds were not awarded to you? Why/why not? (Attach an additional sheet if necessary.)

Last NAEP National conference or Regional/District Meeting you attended (when & where):

**E-mail completed application no later than [DATE] to:**
Contact Name, School, Phone & Email
Selection Criteria:

I. Applications will only be accepted from individuals who are employed by [REGION] Region member.

II. To be considered for this scholarship award, a candidate must complete, sign and return this application by the stated deadline.

III. The same individual will not be considered for a scholarship in consecutive years, unless there are no other applicants.

IV. Members of the selection committee will not be eligible, but other applicants from their institutions will be eligible.

V. Notice of award will be made no later than within two weeks of the registration deadline for a particular event.

VI. All applications received by the stated deadline, will be evaluated by the selection committee according to the following criteria:
   - 30% Explanation of how the training/knowledge will be applied by the individual
   - 30% Benefits that will be generated to the individual and his/her institution
   - 20% Explanation of how the scholarship will be used. The specific seminar or institute that will be attended and what expenses that will be covered.
   - 20% The effort and thoroughness put forth in the completion of the application