



## NODA EXCELLENCE FUNDS PROGRAM GUIDELINES

The NODA Excellence Fund (NEF) is dedicated to supporting NODA members, just as our members are dedicated to the orientation, transition and retention (OTR) profession. Investing in the NEF is one more way you can make a difference as an OTR or student affairs professional.

The purpose of NEF is exclusively charitable. Donations to the fund help provide scholarships and opportunities for professionals and graduate students to receive high-quality training and experiences through NODA. This can range from expanding award and scholarship opportunities, to assisting with program travel, leadership development and outreach activities.

Donate now!

### Types of Awards

#### *Professional Development Scholarship*

Provide financial support for individuals who are unable to attend a NODA Regional or Annual Conference. Professional Development Scholarships may cover travel (flights, hotel-double occupancy) and should not exceed \$1,000. Scholarships may cover full or partial requests.

#### *Leadership Development Scholarship*

Provide financial support for NODA members who strive to grow as a leader by serving in a leadership role. The Leadership Development Scholarship will cover travel expenses (flights, hotel-double occupancy), to attend meetings where leadership is required (i.e. annual/regional conference). Scholarships will cover costs for the term of the leadership position and not to exceed \$1,000 per year of term.

### Eligibility

- Applicants must be a current NODA member
- Applicants must remain a member during the term of the scholarship award
- Applicants must be a professional or graduate NODA member. Undergraduate students are not eligible
- NODA memberships will not be waived
- Scholarships are available for individuals and not for an institution
- Only one award will be offered per individual per award year

## Application Requirements

- Applications must be submitted using the online application form
- Applications must be submitted by the application deadline. Late applications will not be considered and no extensions will be offered
- Applications who are awarded a scholarship will be required to volunteer to assist with registration at the annual/regional conference or other designated area
- Applicant must pay for conference registration fee if requesting travel to attend

## Content of Application

- All applications must use the online form to request a scholarship. Applications must include the following:
  - Description of the need for the scholarship
  - Type of request: *Professional Development Scholarship* or *Leadership Development Scholarship*
  - Budget request indicating the use of funds—flight (or other form of transportation noted), hotel (funds will not cover costs for meals)
  - Full or partial funding requests
  - Indicate other sources of funding, if applicable

## Scholarship Purpose

The goal of the NODA Excellence Fund is to distribute the funds available to as many NODA members as possible. With that, applicants are encouraged to seek additional funding sources to supplement the scholarship request.

Scholarships can help cover:

- Flights (or other form of transportation noted), and hotel (double occupancy), for NODA conferences
- Flights (or other form of transportation noted), and hotel (double occupancy), leadership meetings
- Meals will not be reimbursed

## Selection Process

Priority will be given to applicants who meet the following criteria:

- Application is complete and detailed
- Application provides a plan for the use of the scholarship
- Application has detailed the request for funds, including other funding sources
- The applicant has not received a NODA Excellence Fund in the past
- The request provides assistance to underserved populations

## Scholarship Payments

Payment will be made to scholarship recipients upon completion of the event. A NODA reimbursement request must be submitted along with appropriate receipts within 15 days of the event. No reimbursement will be made without the appropriate information.

Questions: [holl@umn.edu](mailto:holl@umn.edu)