



KSDE AEOP **PROFESSIONAL LEARNING SCHOLARSHIP** Application Guidelines and Instructions

The Kansas State Department of Education Association of Educational Office Professionals (KSDE AEOP) wishes to foster the success of KSDE AEOP members and KSDE office professionals.

Purpose:

This scholarship program will promote the professional growth of educational office professionals and KSDE AEOP members.

Eligibility:

This scholarship is available to all KSDE office professionals and KSDE AEOP active members.

Award:

Accepted scholarship applicants will be awarded 25% to 50% of the registration cost for professional learning opportunities, not to exceed \$100. Award based upon the number of selected applications and available funds.

Guidelines:

1. Application must be typed.
2. The completed and signed application must be submitted prior to the learning activity.
3. Please attach a copy of the learning activity information, e.g., flyer, brochure, program, etc.
4. Documentation of attendance must be presented to the selection committee within 15 business days following the learning activity.
5. Applications that do not meet the guideline criteria will be disqualified.

Selection Criteria:

1. Award will be determined by the selection committee.
2. The learning activity must build upon the office professional’s goals.
3. Applications will be reviewed bi-monthly and the selection committee will notify applicants of their decision(s).
4. Scholarship applications are treated as confidential and the identity of applicants are not disclosed without written permission.

Rating:

Maximum points allowable for each category are shown below. Maximum points achievable shall be 50. Application selection shall be based upon the following items:

	Possible Points
▪ How training builds upon applicant’s professional goals	15
▪ How training will enhance applicant’s current position	15
▪ How applicant plans to share knowledge obtained from the training	15
▪ <i>For AEOP members only</i> – AEOP Activities of the past 12 months	5
TOTAL Points	50