

## CHAPTER EXECUTIVE DIRECTOR RETREAT

# Scholarship Application

Submission Deadline: July 31, 2016

### Overview

The Chapter Executive Director (CED) Scholarship Program consists of two scholarships that provide financial support for CEDs to attend the CED Retreat at the national office on October 27–28, 2016. Scholarships cover expenses and cannot exceed \$500.

Applications will be judged and judges will not be given the applicant's name or chapter affiliation, but will be provided with the required 200 word essay and the completed scholarship application.

### Applicant Requirements

- n Only CEDs whose chapter is fully re-certified are eligible to submit an application.
- n Submission of a completed scholarship application.
- n Submission of a 200-word essay summarizing your qualifications to receive the scholarship.

### Scholarship Winner Requirements

- n Attend the entire CED Retreat program.
- n Submission of travel receipts for reimbursement within two weeks of the last day of the retreat. Receipts must be submitted for all expenses claimed.
- n Submission of a 500-word report within two weeks of the close of the retreat describing how the conference benefited their chapter and professional development.

# CAI's CED Retreat Scholarship Application

Application Submission Deadline: July 31, 2016



## Applicant Information

Name \_\_\_\_\_

Designations(if applicable) \_\_\_\_\_

Chapter Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

How long have you been a CED? \_\_\_\_\_

Would you still attend the 2016 CED Retreat if not awarded a scholarship?

Yes  No

Did you attend the 2015 Retreat?  Yes  No

Is your chapter fully re-certified?  Yes  No

## Essay Submission

Applicants will be judged on chapter status, applicant's dedication to the chapter, commitment to CAI, and financial need. On a separate sheet, in 200 words or less, please summarize why you believe you and your chapter are qualified to receive this scholarship. Please ask your president or president-elect to sign and date this application indicating his/her agreement to the following:

Chapter President or President-Elect

*"Our chapter board supports this application and will budget for additional expenses."*

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Applicant

*"If I am a scholarship recipient, I agree to attend the entire CED Retreat and Exposition and abide by the requirements above."*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return the completed application and attachments via e-mail to [zredde@caionline.org](mailto:zredde@caionline.org)

Questions? Please contact Zachery Redden at [zredde@caionline.org](mailto:zredde@caionline.org).