

CHAPTER EXECUTIVE DIRECTOR RETREAT

Scholarship Application

Submission Deadline: Aug 16, 2019

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 21-22, 2019. 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

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

Scholarship Winner Requirements

- Attend the entire CED Retreat program.
- Submission of travel receipts for reimbursement within two weeks of the last day of the retreat.
- Receipts must be submitted for all expenses claimed.
- 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

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Applicant Information

Name _____

Designations (if applicable) _____

Chapter Name _____

Email _____

How long have you been a CED? _____

Would you still attend the 2018 CED Retreat if not awarded a scholarship?

Yes No

Did you attend the 2018 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 abide by the requirements above."

Signature _____ Date _____

Please return the completed application and attachments via e-mail to kmcmullen@caionline.org.

Questions? Please contact Karen McMullen at kmcmullen@caionline.org.