



## **BRI SCHOLARSHIP POLICY**

### PURPOSE OF SCHOLARSHIPS

BRI scholarships are made available for two reasons:

1. To assist “veteran” Blue Ridgers when they experience sudden, unexpected financial challenges (e.g., job loss, reduction in funding at their agency thus limiting or eliminating funds for professional development, etc.) and need financial assistance to attend the conference, or,
2. To incentivize/support Freshpersons to attend who may not have the necessary funds to cover conference related costs (due to being recruited late in the recruiting period, or because they weren’t planning on this expense period before they were recruited to BRI).

### SCHOLARSHIP AMOUNT

Each year the BRI Board of Directors, with input from the BRI Scholarship Task Force, shall set an amount for scholarships for the coming year.

Scholarship awards are limited to all or a percentage of the conference registration fee. It is the Blue Ridger’s responsibility to cover their housing, meals, and transportation expenses. The BRI Executive Manager may inform scholarship recipients about opportunities to save on these costs (e.g., ride-sharing, sharing a room/cabin, etc.).

The scholarship does not consist of a cash payment to the awardee. Instead, the scholarship award consists of a waiver of all or part of the conference registration fee for that year.

### ELIGIBILITY AND CONDITIONS

Scholarships shall be limited to one award per Blue Ridger every three years (e.g., a Blue Ridger receiving a scholarship for the 2016 conference is not eligible to apply for and receive another scholarship until the 2019 conference). The BRI Executive Manager shall maintain a record of

scholarships awarded each year. If you have a question about when you may have received a previous scholarship, contact the BRI Executive Manager.

Blue Ridgers shall not be required to do anything in exchange for receipt of a scholarship. Nonetheless, scholarship recipients are encouraged to consider helping out during the conference, offering a “gift in kind” of some sort, signing up for a committee in the coming year, and/or sending a thank-you note to the BRI Scholarship Task Force.

#### NOTICE OF SCHOLARSHIP AVAILABILITY

The new BRI Scholarship Policy, once approved, shall be disseminated to all current Blue Ridgers via email, shall be posted on the BRI Forum Facebook page, and shall be featured prominently on the BRI website with other conference information/registration material.

#### SCHOLARSHIP APPLICATION AND REVIEW PROCESS

Those wishing to apply for a scholarship must complete and email a BRI Scholarship Application Form, along with a completed Conference Registration Form.

If you think you may need a scholarship in order to attend the conference, you are encouraged to submit the Application Form as soon as possible.

There shall be two scholarship application review cycles:

1. First cycle is through June 1, 2018, during which time applications will be reviewed on a rolling basis, and,
2. Second cycle is from June 2 - July 6, 2018, with applications received during this time all being reviewed together following July 6.

The BRI Scholarship Task Force shall review applications during the two cycles, and prepare and submit recommendations to the BRI Leadership Team (President, President-elect, Past President, and Secretary/Treasurer). The BRI Leadership Team shall make the award decisions.

The BRI Executive Manager shall be responsible for notifying all scholarship applicants of the decision on their application within two business days of the BRI Leadership Team’s decisions. The scholarship awardee shall be required to notify the BRI Executive Manager within five business days of the BRI Executive Manager’s notification whether he/she intends to accept the scholarship for that year’s conference. Scholarship awards may only be used in the year in which they were awarded.

The BRI Scholarship Task Force shall use the following criteria in reviewing applications and making recommendations:

- Applicant’s financial need, as indicated in the application

- Number of applicants in that particular scholarship “cycle”
- Amount of funds available to award in that particular scholarship “cycle”

A scholarship applicant may appeal the decision of the BRI Leadership Team denying a scholarship or awarding an amount less than the full conference registration fee. In such cases, the applicant shall send a letter to the BRI President with his/her reasons for appealing the decision within five business days of being notified of the BRI Leadership Team’s decision. The BRI President shall have ten business days to respond to the appeal. The BRI President shall have the final say in scholarship decision appeals.

Since scholarship applications and financial situations are highly personal matters, the BRI Scholarship Task Force members, BRI Leadership Team, and BRI Executive Manager shall sign a confidentiality statement each year.



**SCHOLARSHIP APPLICATION FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, AND ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

AMOUNT OF SCHOLARSHIP REQUESTED (check one):

- \$400 - Full Conference Registration Fee
- Partial Conference Registration Fee, specifically \$ \_\_\_\_\_

BRIEFLY EXPLAIN WHY YOU ARE APPLYING FOR A SCHOLARSHIP:

Check the following boxes to indicate who will cover other conference related expenses:

- |                 |                                   |                               |   |
|-----------------|-----------------------------------|-------------------------------|---|
| Transportation: | <input type="checkbox"/> employer | <input type="checkbox"/> self | <input type="checkbox"/> employer and self combined |
| Lodging:        | <input type="checkbox"/> employer | <input type="checkbox"/> self | <input type="checkbox"/> employer and self combined |
| Meals:          | <input type="checkbox"/> employer | <input type="checkbox"/> self | <input type="checkbox"/> employer and self combined |

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

Please send form to:  
Executive Manager  
at the Blue Ridge Institute  
info@blueridgeleaders.org

[Click here to save application as a PDF](#)