



Northern Waters Library Service WLA Conference Scholarship

DUE DATE October 3, 2022

Purpose

This scholarship is to be disbursed for the purpose of providing financial assistance for in-person continuing education opportunities for library staff in NWLS libraries.

Disbursement of Funds

Scholarships recipients and guidelines for application of funds will be designated by the NWLS Director. Scholarship funds for the WLA 2022 Fall Conference are being provided by the Department of Public Instruction. The Director will decide whether to fund the total request, part of the request, or none of the request as funds are depleted. Applicants may apply for conference registration costs (\$365) and hotel costs for up to 3 nights (\$109 per night). Scholarships for WLA annual membership are automatically granted for all directors and library employees. Contact mgostomski@northernwaters.org for WLA membership scholarship information.

Application Procedures

Applications are due by October 3, 2022. Applicants are cautioned to apply early since there are limited funds for scholarships. Directors and those that have not attended a conference in the past year will be given priority. Applicants will provide:

- Name, position, employer & phone number.
- Statement explaining what the applicant expects to gain from attendance at the activity and how they plan to make use of the information learned
- A list of WAPL or WLA Conferences that the applicant has attended

Eligibility

Prior to release of funds, the applicant and NWLS will be expected to sign an agreement indicating that the applicant understands:

- that they will pay for the continuing education activity first and that the scholarship award will be a reimbursement.
- that they will be expected to file a written report of the activity with the NWLS administration within **15 calendar days** of attending the activity.
- they must furnish a copy of all applicable receipts and/or bills.
- that they are willing to share what they learned with others in the system area. This “sharing” might be accomplished by the inclusion of their written report on the NWLS website; allowing system staff to send people with questions on that subject to the people who have attended that meeting; speaking at system workshops, etc.

**Northern Waters Library Service
Scholarship Application**

Applicant Information:

- a. Name: _____
- b. Position: _____
- c. Library: _____
- d. Email: _____

Using your own words, please explain what you expect to learn or gain from attending the activity and how you plan to make use of the information you learn in your daily employment.

List the last WAPL or WLA Conference you have attended.

Read and sign the "Agreement" listed below.

Responsibilities of Applicant:

- a. Request the scholarship application and general information from NWLS.
- b. Complete and submit the application early.
- c. The applicant understands that, prior to release of scholarship funds, (1) they are expected to pay first for the activity; (2) the scholarship award will be a reimbursement; (3) they are expected to submit a written report of the activity to NWLS within 15 calendar days of attendance; and (4) include copies of receipts which document expenses for this activity with your written report.

Responsibilities of NWLS:

- a. Send scholarship application forms and general information upon request.
- b. Review applications in a timely manner.
- c. Release the scholarship award to the applicant within thirty calendar days of receipt of the applicant's written report AND applicable receipts.
- d. Announce that the applicant has attended the event as a "NWLS Scholar" and that the applicant is willing to respond to questions about the activity from other library staff in the NWLS area.

I, _____, as an applicant for scholarship

(Signature of applicant)

funds and have read the scholarship fund information, and I hereby agree to abide by the applicant responsibilities set forth in this agreement.

(Date)

(Signature of NWLS Director)

(Date)