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Appendix: Practitioner Application for Professional Development Scholarship

**Applications must be completed online.**

**The online application must be completed in one session. If you close the application form window, you will lose all the answers you have already entered. You will not be able to return to the form later to complete it.**

**Fill out the application form below completely and gather, download and fill out the required documents for upload PRIOR TO accessing the online application form.**

Link to online application form for practitioners: <https://forms.office.com/Pages/ResponsePage.aspx?id=qeUKYsFOoE-GQV2fOGxzCXp7k9rSavNPuV2Ti8IdJR1UODA1SldQV05FS1ZXOUZUSDFEQlNKVzNWSi4u>

**Eligibility Questionnaire**

Applications start with an eligibility question. Applicants must be employed at an eligible Virginia institution. If an applicant does not meet the criteria, the form will default to "Submit" and someone from SCHEV will contact the prospective applicant to discuss the issue.

Please provide your email address (use your .edu email from a Virginia institution):

Choose your institution from the drop-down list

| **Eligible Public Institution** | **Eligible Private Institution** |
| --- | --- |
| Christopher Newport University | Averett University |
| College of William and Mary | Bluefield College |
| George Mason University | Bridgewater College |
| James Madison University | Eastern Mennonite University |
| Longwood University | Emory & Henry College |
| Norfolk State University | Ferrum College |
| Old Dominion University | George Washington University (VA campus) |
| Radford University | Hampton University |
| University of Mary Washington | Hollins University |
| University of Virginia | Liberty University |
| University of Virginia's College at Wise | Mary Baldwin University |
| Virginia Commonwealth University | Marymount University |
| Virginia State University | Randolph College |
| Virginia Tech | Regent University |
|  | Shenandoah University |
|  | Sweet Briar College |
|  | University of Lynchburg |
|  | University of Richmond |
|  | Virginia Union University |
|  | Virginia Wesleyan University |

**Full Application**

**Applicant Contact Information**

First Name

Last Name

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Preferred Email Address (this may be your .edu address or a different email address)

**Applicant Professional Information**

Job Title

Department

Number of years in the profession

Number of years in your current position

Indicate which scholarship you are applying for:

* Conference (online form will continue to questions below)
  + Early career professional
  + Emerging leader
  + Diversity
* Membership Fees (online form will jump to questions in the next section)
  + Early career professional
  + Emerging leader
  + Diversity

**Conference Scholarship Questions**

Name of organization hosting/sponsoring/offering the conference and title of conference.

Date(s) of conference

If you are awarded a scholarship, do you need an advance of any funds prior to travel?

* Yes
* No
* Maybe

Have you attended this conference in the past three years?

* Yes
* No

Please list other conferences you have attended in the past three years.

Please describe any previous involvement with the organization offering the conference.

Have you, or do you plan to, submit a proposal to present at this conference? If you already have, has the proposal been accepted?

**Conference Scholarship Essay Questions**

1. **For all applicants,** in 250 words or less, please describe (1) how your role relates to preparing students for careers and/or engaging employers with the goal of connecting them to students; and (2) how the conference relates to your role. (250 words or ~1,500 characters)
2. **For early career professionals,** in 500 words or less, please describe your journey to your current role; consider including aspects such as your educational preparation, previous jobs, how you discovered your passion for this career, etc. (500 words or ~3,000 characters)
3. **For emerging leader applicants,** in 500 words or less, please describe your aspirations to achieve a leadership position and how your conference presentation/attendance will benefit your growth as a professional, your professional development plan, and your future goals. (500 words or ~3,000 characters)
4. **For diversity applicants,** in 500 words or less, please provide a persuasive description of how an award to you will increase diversity based on the attributes of your institution or institute, the applicant, and/or the conference. (500 words or ~3,000 characters)
5. **For all applicants,** in 250 words or less, please describe how your attendance at the conference will benefit the students and employers you serve (250 words or ~1,500 characters)
6. **For all applicants,** in 250 words or less, please describe how your attendance at the conference will benefit your institution, colleagues across the state, Virginia in general, and perhaps the nation. (250 words or ~1,500 characters)
7. **Optional for all applicants,** please provide any other pertinent information that the selection committee should take into consideration. (250 words or ~1,500 characters)
8. Please provide a short biography for the V-TOP website. (250 words or ~1,500 characters)

**Membership Fee Scholarship Questions**

Name of organization you want to join

Have you been a member of this organization within the past three years?

* Yes
* No

Please describe any previous involvement with the organization.

Please list other organizations to which you belong.

**Membership Fee Essay Question**

In 250 words or less, please describe how your membership in this organization will contribute to your professional growth and what you anticipate doing to support the organization. (250 words or ~1,500 characters)

**Attachments and Forms to Upload**

Please upload your resume, then find the three forms referenced below on the SCHEV website, fill them out, and upload them in the appropriate place below. If uploading the documents requires a Google account log in, and you don't have one, please submit this application without the attachments and email the attachments to lynnseuffert@schev.edu.

Please upload you resume/vitae.

Please fill out and upload the form entitled “Travel Estimate and/or Membership Dues,” available on the SCHEV website

Please fill out and upload the Virginia W-9, available on the SCHEV website

Please fill out and upload the release form, available on the SCHEV website, consenting to the use of your name and photo in V-TOP newsletters, on the website, and in press releases, with the option to consent for SCHEV to connect you to interested members of the press for interviews.

**Certification**

I hereby apply to SCHEV for a scholarship. I certify that I meet the Applicant Eligibility requirements. In addition to the Recipient Requirements described in the Call for Applications, I understand that I am bound by the terms and conditions in this certification. I understand that the scholarship pays only for my personal membership fees, conference registration fees, travel, etc., as applicable, and is non-transferable to any other professional development opportunity or to any other person. I confirm that my institution or institute will give me the time off necessary to attend the conference (if applicable) if I am a scholarship recipient. If I receive an award, I will respond to SCHEV within 10 business days of the award announcement confirming that I accept the award and am still able to attend the conference or join the organization. If I discover later that I cannot, I will notify SCHEV immediately and return any funds I have received within 10 days.

I agree to the Certification language above:

* Yes
* No