



**Professional Development Scholarship Application**  
***Sponsored by The National Educational Alumni Trust***

Scholarships will be awarded three (3) times per year in  
April, September and December.

<http://www.usiaffinity.com/neat/scholarship/>

The NEAT Professional Development Scholarships may be used for opportunities such as training classes, continuing education, skill or strength assessment, workshops, or alumni relations conferences which may be on-line, virtual or in-person. Scholarships may be awarded to individuals or to groups such as a team or office staff. For a group scholarship, an application should be completed by the supervisor for activities such as team building, skill or strength assessments. Individual scholarships are awarded up to \$1,500 and group scholarships may be up to \$3,000.

### **Institution Information**

Institution Name: \_\_\_\_\_

Alumni Association

Office of Alumni Relations

University Department

Other

Is your school's alumni organization independent or part of an integrated advancement office?

Independent Association

Integrated Advancement Office

### **Applicant Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_



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### Professional Development Information

What type of professional development are you applying for? Give the name of the activity or link if available.

Dates of professional development activity: \_\_\_\_\_

Estimated expenses (registration, supplies, travel related expenses). Provide specific expenses to be covered: \_\_\_\_\_

### INDIVIDUAL SCHOLARSHIP

Have you been awarded a NEAT Professional Development Scholarship in the past?

Yes

No

If Yes, in which year(s)? \_\_\_\_\_

*Note: In instances when funds are limited, preference will be given to first-time applicants*

Do you have direct involvement with alumni relations?

Yes

No

Length of time in institutional advancement: \_\_\_\_\_

Length of time in current position: \_\_\_\_\_

Please answer the following question in detail on a separate document.

*Understanding the current climate and challenges higher education is facing, why did you identify this professional development opportunity and how can you use this to enhance your position or organization?*

### GROUP SCHOLARSHIP

Is this opportunity directly related to alumni relations activities?

Yes

No

How many staff members will participate in the activity? \_\_\_\_\_

Please answer the following question in detail on a separate document.

*Understanding the current climate and challenges higher education is facing, why did you identify this professional development opportunity for your staff and how can you use this to enhance your organization?*



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**Acknowledgement**

If selected to receive a Professional Development Scholarship:

I agree to submit a brief summary or testimonial following my/our participation. The NEAT has my permission to use this information to promote the program and/or include on the NEAT website. Photos are also appreciated!

I will submit an invoice with receipts to show expenses incurred for reimbursement.

Check should be made payable to: \_\_\_\_\_

(Checks can be made payable to the institution or individual depending on how activity was originally funded)

Address to send reimbursement  
check (if different from page 1): \_\_\_\_\_

**Individual Applicants: Acknowledgement to be completed by your supervisor.** I support this application and will fund the balance of the expenses for professional development if the applicant is chosen for a NEAT Scholarship.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Supervisor Email Address

\_\_\_\_\_  
Supervisor Signature

A press release will be sent for recognition of recipients. Please provide us with the following information.

*Name of Publication:* \_\_\_\_\_

*Press Contact Name:* \_\_\_\_\_

*Press E-mail address:* \_\_\_\_\_

**Return completed applications by email or mail to:**

[neat@usi.com](mailto:neat@usi.com)

NEAT Scholarship Committee

USI Affinity

5455 Rings Rd., Suite 250

Dublin, OH 43017



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**Additional Information**

- Additional funding may be awarded by the NEAT for applications submitted after the deadlines if the NEAT budget allows.
- Professional development activities should occur within one year of application date.
- Reimbursement for scholarships will be sent upon receipt of an invoice and a brief testimonial following the completion of professional development event.
- Reimbursements will be made to an institution or individual depending on how the professional development activity was originally funded.
- The availability of funds is limited; therefore, preference will be given to applicants who have not previously received a NEAT scholarship.
- Alumni organization participation for the Alumni Insurance Program is a factor in determination of awards made by the NEAT Scholarship Committee.
- The NEAT Scholarship is non-transferable to another institution, another department beyond alumni relations or another staff member.
- The NEAT Scholarship is awarded for a specific professional development activity. In the event you cannot participate in the originally selected activity, the Scholarship Committee will need to approve a change. Please contact Hillary Rumburg for more information.
- For more information on the NEAT, visit: <http://www.usiaffinity.com/neat/scholarship/>
- USI is the administrator for the NEAT.