

## **WGFOA National Conference Scholarship First-time Conference Attendee**

WGFOA will offer two (2) \$1,500 scholarships annually for a WGFOA active member to attend the annual GFOA national conference. Criteria for this award are:

- Active member means the WGFOA member has paid his or her membership dues for current calendar year. Active members do not include Business or Student members.
- Applicant must submit an application for this scholarship to the WGFOA President no later than November 1. The application would consist of a letter or memo from the applicant identifying how the applicant meets the criteria for the scholarship. At his/her discretion, the WGFOA Board President may extend this deadline to March 1.
- Applicant must have attended at least one WGFOA conference over a one-year period prior to the application deadline.
- The upcoming GFOA national conference would be the first national conference the applicant would be attending outside the state of Wisconsin.
- The applicant must identify his/her job title, provide a job description of the work he/she is currently doing, and provide an organization chart showing where his/her position fits within the organization.
- The applicant must submit a verbal report to the WGFOA Board at its next board meeting after the conference (i.e. usually fall meeting, which is held in September), identifying what he/she learned at the conference, how he/she will be able to use what he/she learned to improve his/her job performance, etc.
- Applicant needs to identify in his/her application whether or not he/she intends to be an ongoing member of WGFOA and whether or not he/she plans on attending other WGFOA conferences,

At the winter WGFOA board meeting, the board will review all applications it has received and select the winning applicant(s) to receive the award for the subsequent calendar year. Criteria to be used in the decision-making process will include:

- Number of conferences attended.
- How active the member has been in the WGFOA organization.
- How long the applicant has been a WGFOA member.
- Job duties of the applicant.
- Where the applicant fits within his/her organizational structure.

In the event the Board President extends the application deadline to March 1, the board will review all applications it has received at the spring Board meeting and select the winning applicant to receive the award for the current calendar year.

The WGFOA Board, at its discretion, is allowed to award more than two scholarships for each national conference in the event at least three applications are received.

Reimbursement will be made to the member following the GFOA conference upon submission of an attendance report demonstrating attendance at a minimum of 75% of the CPE sessions offered and completion of the verbal report requirement.

The scholarship for first time attendees that is awarded by the national GFOA shall be considered completely separate from the Wisconsin GFOA scholarship for first time attendees. WGFOA members are encouraged to also apply for the national scholarship in addition to the Wisconsin scholarship.

**Revised: 04-22-2015**

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