



REGION 4 AWARDS AND SCHOLARSHIPS

Award/Scholarship Title: Region 4 Conference Travel Scholarship

Award/Scholarship Description: This travel scholarship supports NACADA members in Region 4 attending the Region 4 Conference.

These one-time awards/scholarships are non-transferrable to another person or activity/event. Individuals may nominate themselves. A person may not apply/be nominated for more than one Excellence in Advising Award category per year. Additionally, a person may not apply/be nominated for both an Excellence in Advising Award and a Service to the Region Award and/or a Diversity, Equity, and Inclusion Advising Champion Award the same year. Reimbursement requests will be processed after the NACADA event and must be processed before December 1 of the Award season calendar year. Current NACADA Board members, NACADA Council members, Region Steering Committee members, and NACADA Executive Office staff are not eligible for nomination. NACADA's Executive Office staff does not disclose who is nominated or how many individuals are nominated for any award/scholarship.

Eligibility Criteria:

- Nominee/applicant must be a current member of NACADA at the time of application.
- Nominee/applicant must have a financial need of support to travel to and attend the NACADA Region 4 Conference not met through their institution.
- Nominee/applicant must have worked in the advising profession for a minimum of one (1) year.
- Nominee/applicant may apply only in their own region.

Recipient receives:

- \$300 travel reimbursement for approved travel expenses
- Recognition at the Region Conference Awards and Scholarships recognition program

Number of awards/scholarships available:

Up to 5 scholarships per region.

Application materials required (all documents must be uploaded in PDF format, including letters):

Submit materials via the NACADA Awards online nomination system including the following documents, uploaded in PDF form:

Nomination/Application Letter: This letter should:

- Summarize the nominee/applicant's interest in attending the NACADA event, including detailing what the nominee hopes to gain by participating.
- Describe how attending the event will encourage the nominee to become more involved in NACADA and similar professional activities.
- Outline how the nominee/applicant plans to apply and share their newfound knowledge and experiences with their institution and region.
- Incorporate a personal philosophy statement regarding the nominee/applicant's approach to advising and how attending the event would influence any professional goals.
- Including specific examples of any NACADA professional development activities the nominee/applicant has participated in are valuable.
- The letter SHOULD NOT exceed three pages, single spaced.

Letter of Support: Include one letter of support. Letters may come from colleagues, employees, supervisors, or students - anyone who might augment the selection committee's understanding of the nominee. Letters SHOULD NOT exceed two pages, single spaced.

Current Resume or Curriculum Vita: Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee/applicant's overall resume/vita. Please include the nominee/applicant's current job with either a position description or a list of job responsibilities.

Financial statement of need/budget: Please briefly describe how receiving this scholarship would impact the ability to attend the NACADA event. Include a brief budget outline of the plans to attend the NACADA event, including which parties are responsible for funding. This document SHOULD NOT exceed one page, single spaced.

Selection rubric provided at the end of this document.

Expectations of Award/Scholarship winner:

It is ideal if the nominee/applicant has the support of their office/department/college/institution in attending the Region Conference as the recipient will be recognized and presented their award during the Region Conference Awards and Scholarships Ceremony. Recipients may be asked by the region to provide a written testimonial of the ways in which their career and/or education benefitted from receiving the NACADA Award/Scholarship.



Region Awards

Region 4 Conference Travel Scholarship Scoring Rubric

| Region 4 Conference Travel Scholarship: This travel scholarship supports NACADA members in Region 4 attending the Region 4 Conference. Eligibility Criteria: <ul style="list-style-type: none"> • Nominee/applicant must be a current member of NACADA at the time of application. • Nominee/applicant must have a financial need of support to travel to and attend the NACADA Region 4 conference not met through their institution. • Nominee/applicant must have worked in the advising profession for a minimum of one (1) year. • Nominee/applicant may apply only in their own region. | | | | |
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| Award Criteria | Inadequate 0 <i>*No evidence is demonstrated. Expectations not met.</i> | Fair 1 <i>*Some evidence is demonstrated. Some expectations met.</i> | Proficient 2 <i>*Most evidence is demonstrated. Meets expectations.</i> | Excellent 3 <i>*All evidence is demonstrated. Exceeds expectations.</i> |
| <i>*All required documentation must be submitted in pdf format.</i> | | | | |
| Required Documentation: <ol style="list-style-type: none"> 1. Nomination Letter (should not exceed three pages, single spaced) 2. Letters of Support (should not exceed two pages, single spaced) 3. Current Resume or Curriculum Vita 4. Financial statement of need/budget (should not exceed one page, single spaced) | Incomplete nomination. Required documentation not included. <i>Application ineligible for further evaluation.</i> | | | All required documentation included. |
| Conference and Professional Goals: <ol style="list-style-type: none"> 1. Does the nominee clearly state their interest in attending a NACADA event including what they hope to gain from attending the event? 2. Does the nominee speak to their interest in becoming involved or further involved in the region? 3. Does the nominee speak to how the NACADA event relates to their professional interests, goals, and development? | Nominee has no evidence supporting their participation and career goals nor their interest in the NACADA event and NACADA involvement. | Nominee has some evidence supporting their participation and career goals, as well as their interest in the NACADA event and NACADA involvement. Commentary is broad and includes sweeping statements. No specific examples included. | Nominee has compelling evidence supporting their participation and career goals, as well as their interest in the NACADA event and NACADA involvement. Some specific examples are included. | Nominee has overwhelming evidence supporting program participation and career goals, as well as their interest in the NACADA event and NACADA involvement. Specific examples are included. |

**Original rubric design created by Karen B. Hauschild, College of Charleston on behalf of Region 3 Awards and Scholarships, adapted by NACADA Global Awards, modified for NACADA Region 2 Awards and Scholarships by Michele Applegate, University of Delaware 6/28/20. Updated by the NACADA Executive Office July 2024.*