

The Kevin A. Kelly Scholarship Fund was established to:

- ♦ assist association and nonprofit professionals in reaching a higher level of performance.
- ♦ assist organizations with the sometimes unaffordable professional development costs and thereby contribute to their ability to provide continuing education to their employees.
- ♦ enhance the knowledge of association and nonprofit employees so that they, in turn, will contribute to their organization and the profession as a whole.

### Description of Awards

Scholarships will be awarded for MSAE or other organizational management seminars/conferences.

1. MSAE will award a maximum of \$1000 per applicant over their career.
2. Scholarship covers registration and materials only.

### Who Can Apply?

1. Individuals who have been Active or Associate members of MSAE over the past year, with current dues up to date.
2. Individuals who are financially unable to pay the registration fee or have the fee paid by his/her employer (honor system: no documentation required)

### Responsibilities of Recipients

Scholarship recipients must attend the full program on the date and location specified in their application, barring illness or unforeseen emergency. In case of an applicant being unable to attend the specified program, the applicant may re-apply at any time to attend a future seminar, conference, or convention. **However, scholarships are not transferable to another individual.** If participant is not able to attend for any reason, participant is responsible to reimburse MSAE the cost of the scholarship.

MSAE will have final responsibility for selection of scholarship awards.

### What is the Application Process?

Applicants must:

1. Complete the scholarship application form, and applicant's immediate supervisor must sign the scholarship application form indicating that they are aware the applicant is requesting funds;
2. Explain aspirations to be a leader in the association sector;
3. Explain how they and their organization would benefit from the training;
4. Provide the completed application at least 30 days in advance of any program;
5. Provide proof of successful program completion.

**Questions?** Contact MSAE at 517.225.3886 and [hello@msae.info](mailto:hello@msae.info).

*Please note: Limited funds are available. If funds for the year are depleted, applicants will be notified promptly.*



# KEVIN A. KELLY SCHOLARSHIP APPLICATION FORM

Name \_\_\_\_\_

Title \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

MSAE Membership Category:             Active             Associate             Current and member for past 12 months

Employer \_\_\_\_\_

Number of Years with Employer \_\_\_\_\_

Describe your current job responsibilities \_\_\_\_\_

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Describe your work history \_\_\_\_\_

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How will your participation in the professional development program benefit your career and employer?

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What professional development program are you seeking assistance for? Please attach information about this program along with your current résumé.

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Amount of financial assistance desired \_\_\_\_\_

Have any scholarships/grants been provided from other sources to attend this program?     Yes             No

If yes, state amount, source, and purpose. \_\_\_\_\_

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In acceptance of this assistance, I agree to provide information regarding this program upon request to the Board of Directors. I may be requested to provide a testimonial or submit an article for publication. If the program for which the scholarship is provided is not completed, MSAE will be reimbursed the full amount of the scholarship. I understand the basis for the scholarship is financial need. I hereby make application to the MSAE-Lansing Scholarship Committee for a scholarship based on the inability of my association to pay the registration fee for the educational program indicated.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Executive Director/Board Chair \_\_\_\_\_ Date \_\_\_\_\_

**Attach a written statement on your aspirations to be a leader in the association sector.**

**Application must be received no fewer than 30 days prior to the professional development program registration program you are applying for.**

**Return to: Michigan Society of Association Executives  
5859 West Saginaw Highway Suite 383  
Lansing, Michigan 48917  
517.225.3886 • [www.msae.org](http://www.msae.org)**