



**Pikes Peak Chapter
International Association of Administrative Professionals
Non-Need Based Scholarship Application - 2010**

APPLICATION INFORMATION

The completed and signed application must be submitted to:

Pikes Peak Chapter - IAAP
c/o Scholarship Committee Chair
6823 Snowbird Terrace
Colorado Springs, CO 80918

Completed application must be postmarked to the above address **NO LATER** than **April 6, 2010** to be considered for the scholarship award. Late applications will **NOT** be considered.

Application Checklist:

1. Completed application (must complete the release of information section – *see below*)
2. Completed essay questions
3. Completed Counselor/Administrator Report
4. Resume
5. Transcript
6. Two (2) Letters of Recommendation

The International Association of Administrative Professionals (IAAP) is a not-for-profit professional association with 40,000 members and affiliates and 600+ chapters worldwide. The association works in partnership with employers to promote excellence. Members include administrative assistants, executive secretaries, office coordinators, information specialists, and related administrative professionals. The IAAP mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, competence, and influence.

Criteria

- ◆ Must be enrolled, full-time or part-time, in an Administrative Assistant program, a Legal Assistant/Paralegal program, a Medical Assistant Program or Business Administration program and attending a local college in Colorado Springs.
- ◆ **OR** must be planning on attending a local college in the Colorado Springs area where they will be enrolled, full-time or part-time in an Administrative Assistant program, a Legal Assistant/Paralegal program, a Medical Assistant Program or Business Administration program.

Required Materials

- ◆ Application
The application must be complete and postmarked by April 6, 2010. Late applications WILL NOT be considered.
- ◆ Short Essay on Professionalism
On a separate sheet of paper (neatly handwritten or typed). Include in your essay:
 - What does Professionalism mean to you?
 - How do you define “Professionalism in the work environment”?
 - How can “Professionalism” help you be successful in your career?
- ◆ Resume
 - No more than two pages. Note: Student may receive assistance in making the final touches to a completed resume
- ◆ 2 Letters of Recommendation
From an employer, mentor, teacher, school administrator or school counselor. Suggested topics would include personal qualities/characteristics, strengths, accomplishments and ethics.

Judging Criteria/Information

- ◆ Complete application by deadline.
- ◆ Essay – Content and quality of work (grammar, spelling, punctuation)
- ◆ Resume - Content and quality of work (grammar, spelling, punctuation)
- ◆ Content of Letters of Recommendation

Award Agreement

- ◆ Award is valued at \$500.00.
- ◆ Scholarship is to be used in conjunction with full-time or part-time enrollment at a local college in Colorado Springs.
- ◆ Award may be applied towards tuition payment or in the purchase of required books.

Note: Scholarship funds will be paid directly to the college by Pikes Peak Chapter/IAAP for use by the student while attending school.



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APPLICATION

(Please print all information legibly)

Name	_____
Address	_____
City/State/Zip	_____
Home Phone	_____
Email	_____
	Cell Phone

EDUCATION

High School	_____
Address	_____
Relevant Business	_____
Classes	_____
Extra Curricular	_____
Activities	_____

College	_____
Address	_____
Major	_____
Relevant Business	_____
Classes	_____
Extra Curricular	_____
Activities	_____

Trade School/Other	_____
Address	_____
Major	_____
Relevant Business	_____
Classes	_____
Extra Curricular	_____
Activities	_____





WORK EXPERIENCE

Employer _____
 Address _____
 Job Title _____ Supervisor
 Job Duties _____

Employer _____
 Address _____
 Job Title _____ Supervisor
 Job Duties _____

Employer _____
 Address _____
 Job Title _____ Supervisor
 Job Duties _____

VOLUNTEER EXPERIENCE

Organization _____
 Assignment _____ Supervisor
 Duties _____

Organization _____
 Assignment _____ Supervisor
 Duties _____

Organization _____
 Assignment _____ Supervisor
 Duties _____

Student Signature

Date

