

NMCAL TRAVEL SCHOLARSHIP GUIDELINES

The New Mexico Consortium of Academic Libraries offers limited travel scholarships to assist academic librarians/paraprofessionals who are presenting/co-presenting a program or poster session at the annual conference of the New Mexico Library Association.

Who may apply: Academic librarians/paraprofessionals both in state and out of state scheduled to give a presentation related to academic libraries at NMLA conferences whose institutions cannot fully fund conference costs including registration fees and travel expenses.

Consecutive awards may not be awarded to the same individual. Scholarship recipients will be considered for subsequent awards every other year.

Amount of award: Up to \$200.00 per individual. No more than two scholarships each year will be awarded to individuals from the same institution.

Application deadline: Applications must be post-marked by March 1.

Review of Applications: The NMCAL Executive Committee will review applications and determine award recipients and award amounts in March each year immediately following the application deadline.

Notification of Awards: Scholarship recipients will be notified by letter of the amount awarded. Two copies of the letter will be sent to the recipient. One copy will be signed by the recipient in acceptance of the award and returned to the NMCAL Secretary/Treasurer.

Disbursement of Awards: Checks will be mailed to individuals as reimbursement following the conference. Award checks will only be disbursed to individuals who have signed and returned a letter of acceptance.

Advanced disbursement of checks will be made at the discretion of the NMCAL Executive Committee at the request of the recipient. A clear need-based statement of request for advanced disbursement must accompany the recipient's acceptance letter. Advanced disbursements will not be made prior to two weeks before the conference. If an advanced disbursement is made and the recipient ends up not attending/presenting at NMLA for whatever reason, the full amount of the award must be returned to NMCAL.

NMCAL Travel Scholarship Application Form

The New Mexico Consortium of Academic Libraries awards travel scholarships up to \$200.00 to academic librarians/paraprofessionals who are presenting or doing a poster session at New Mexico Library Association annual conferences.

Application deadline: Post-marked by March 1, 20__.

Please complete and sign the application form below. The applicant's immediate supervisor must also sign the application verifying the amount of institutional support available. Incomplete or unsigned applications will not be considered.

I. Applicant information

Name: _____

Home Address: _____

Home Telephone: _____ Work Telephone: _____

Email: _____

Institution: _____

Institution address: _____

Title and brief description of NMLA presentation / poster session:

Personal statement: Please provide a brief statement (100 words or less) of why you should be chosen to receive a NMCAL Travel Scholarship. You may attach a separate statement if more room is needed.

II. Financial Information

Anticipated expenses:

Registration: _____

Travel: _____

Food: _____

Lodging: _____

TOTAL: _____

Amount of institutional support available _____

Scholarship amount requested (up to \$200.00) _____

Applicant's signature: _____

III. This section to be completed by applicant's supervisor:

I hereby verify that the amount of institutional support mentioned above available to the applicant for the NMLA Conference is correct.

Supervisor's printed name: _____

Supervisor's title: _____

Supervisor's signature: _____