



## Bob Williams Scholarships Procedures & Guidelines 2011

1. Applicant must have submitted an application for or be currently enrolled in the Institute of Fair Management
2. Applicant may apply each year he or she is enrolled in the Institute, but shall not be eligible to receive a scholarship more than 6 years. Preference for awarding of scholarship each year will be to first-time applicants.
3. Applicant must be from an IAFE member fair from Zone 4 and the fair's annual attendance less than 50,000.
4. Application period is September 1 through October 10 each year.
5. Scholarship winner will be announced at the annual IAFE Convention.
6. The scholarship of \$500 can be used for payment of registration fees associated with Institute courses offered at any of these events:
  - a. CyberSeminars
  - b. Spring Seminar (only if not combined with Summit and IFM courses offered)
  - c. Institute Summit
  - d. Annual Convention
  - e. Consumer Protection Program workshop
7. The scholarship amount will be disbursed as reimbursement for fees as noted above upon presentation of request for same.
8. If the full amount of the scholarship is not reimbursed within the calendar year following the award, the balance remaining may be carried forward for one more calendar year. If not used by that time, the remaining scholarship balance will be returned to the Bob Williams Scholarship fund of the IAFE Education Foundation.
9. Scholarship applicants will be evaluated by a committee and awards made upon the following criteria:
  - a. 75% of score based upon financial need of applicant
  - b. 25% of score based upon essay section of application. This section will be evaluated in a "blind" situation (no names visible to committee).