

Virginia Association of REALTORS® ASSOCIATION EXECUTIVE

SCHOLARSHIP GUIDELINES/CRITERIA/APPLICATION

**A. OVERALL GUIDELINE:** Below are guidelines for operating the program.

1. Scholarships may be awarded annually, in an amount to be established based on the Policy Board approved appropriation and the number of scholarship applicants. For instance, the selection panel has the discretion to choose to award \$1000 each to three applicants, or may award \$750 each to four applicants, or \$1500 each to two applicants. **In the event that a scholarship recipient(s) is not able to attend the meeting, unused awards will be distributed accordingly to remaining recipients.**
2. A recipient may not receive the scholarship for more than two consecutive years.
3. Association Executives must submit a letter from their Association President as confirmation of the Association's willingness to underwrite part of the cost. This would require the local Association to act favorably on the Association Executive's intent to apply.
4. This scholarship is limited to chief association executives only and for the sole purpose of attending **either** the National Association of REALTORS® Association Executive Institute **or and** the Regional Association Executive's Conference **or both**.
5. **All paid local chief association executives can apply by returning the attached application by December 1 of this year to: Debbie Talley, Virginia Association of REALTORS®, 10231 Telegraph Road, Glen Allen, VA 23059 or email to [debbie@varealtor.com](mailto:debbie@varealtor.com)**

**B. APPLICANT JUDGING CRITERIA:**

1. There shall be a panel of at least three Association Executives who will select the recipient. The Chair of the Association Executive Committee will select the panel. No one on the panel may be a candidate for the scholarship.
2. Career Potential: The applicant will be asked to indicate their interest in pursuing a career in association management.
3. Commitment to Continuing Education: **Selection is based on financial need and initiative to pursue professional growth opportunities.** Previous commitment to self-improvement through other types of continuing education should be courses in management since assuming Association Executive position, Association Executive Self-Study Course from NAR, and Regional Association Executive's Conference attendance will be considered.
4. Applicant would be required to indicate what percent of the association annual budget has been allocated for staff professional development.

**C. SCHOLARSHIP APPLICATION:**

I. Personal Data:

Name \_\_\_\_\_

Association \_\_\_\_\_

# of years as REALTOR® Association Executive \_\_\_\_

II. Financial Need:

# of members \_\_\_\_\_ Combined association/MLS budget \$ \_\_\_\_\_

Budget allocated to association executive education \$ \_\_\_\_\_

Will attend Association Executive Institute: Yes \_\_\_\_\_ No \_\_\_\_\_

Will attend AE Regional Conference: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments on why financial assistance is needed: \_\_\_\_\_

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III. Professional Development:

REALTOR® Association Management Self-Study Course: Enrolled: Yes \_\_\_ No \_\_\_

Professional Standards Administrative Concepts Self-Study Course: Enrolled: Yes \_\_\_ No \_\_\_

E-Pro for Associations: Enrolled: Yes \_\_\_ No \_\_\_

Regularly attend AE Council Meetings: Yes \_\_\_ No \_\_\_

Have attended Regional AE Conference: Yes \_\_\_ No \_\_\_ # of years attended \_\_\_

Have attended NAR AE Institute: Yes \_\_\_ No \_\_\_ # of years attended \_\_\_

Other activities you participate in relating to your own professional development:

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IV. State briefly why you should be selected for a scholarship:

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V. Explain briefly your professional goals/objectives and how receipt of this scholarship will assist you in meeting them:

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V. Any additional information for consideration by the selection panel:

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