



***Mission***  
***Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.***

### **SCHOLARSHIP APPLICATION FOR OFFICE PROFESSIONALS**

Wings Chapter, International Association of Administrative Professionals™ (IAAP), annually awards scholarships to qualified applicants pursuing careers as business/office professionals. Scholarship awards are based on professional goals, academic achievement, and financial need. Applicants must either be currently attending an accredited educational institution or technical/vocational school or be a recent graduate who has been accepted by an accredited educational institution for the purpose of pursuing a professional business office career. Scholarship awards may be used for tuition, lab fees, books, and/or other expenses directly related to attending school and must be approved by the Scholarship Committee and/or the sponsoring entity.

To apply, complete the attached application to the best of your knowledge and ability. An application can also be downloaded from the chapter website at [www.iaap-wings.org](http://www.iaap-wings.org). It is important that your answers are complete and that all requested information be included to help determine eligibility for the scholarship. **APPLICATIONS MUST BE RECEIVED BY FRIDAY, FEBRUARY 24, 2012.** Please return the completed application with all required attachments to:

Scholarship Committee  
Wings Chapter, IAAP  
P.O. Box 4012  
Dayton, Ohio 45401-4012

If you have questions, please contact Carrol Dun, CPS/CAP at 937-485-1795 or Doris Adler, CPS/CAP at 937-847-1764. For additional information concerning our professional organization, please visit our website at [www.iaap-wings.org](http://www.iaap-wings.org).

The Scholarship Committee schedule for the Year 2012 is:

By January 6	Scholarship Applications Mailed to Schools
February 24	Receipt deadline for Scholarship Applications
April 13	Applicants Notified of Results
May 16	Scholarship Recipients Recognized at Chapter Meeting



## INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS Wings Chapter Scholarship Application 2011-2012

<b>APPLICANT INFORMATION</b>				
Last Name	First	M.I.	Date	
Street Address				
City	State	Zip		
Phone	E-mail Address			
Who do you live with? (circle one)	Alone	With Parents	With Spouse	Other - explain
Are you a High School student?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what High School do you attend?	
Is your scholarship application being sponsored by an organization?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what is the name of the organization?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

<b>EDUCATION</b>				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	Grade Point Average
College (If applicable)		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree
GED	Date Earned	YES <input type="checkbox"/>		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/> Degree

<b>REFERENCES</b>	
<i>Please list three references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	

FINANCIAL ASSISTANCE			
Will you be receiving financial assistance from another source?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Amount?
From what source?			

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
I understand that false or misleading information in my application or interview may result in my being disqualified.	
I understand that I will enroll with an accredited university, college, junior college, community college, or technical/vocational school for the purposes of pursuing a professional business office career for the quarter/year for which the scholarship is assigned to me.	
I understand that this scholarship is to be utilized in furthering my career as an office professional. If these criteria are not met, I understand that the scholarship will be forfeited and must be returned to Wings Chapter, IAAP.	
Signature	Date

**ON A SEPARATE SHEET OF PAPER, PLEASE GIVE INFORMATION REGARDING THE FOLLOWING:**

- 1. ACHIEVEMENTS:** (List any academic, civic, or employment certificates and awards.)
- 2. COMMUNITY ACTIVITIES:** (List any church, school, or other volunteer activities.)
- 3. STATEMENT OF REQUEST:**  
Enclose a *typed* sheet of 50 to 100 words stating your reasons for requesting this scholarship. Include any facts that should be considered, particularly those that establish financial need.
- 4. ESSAY:**  
Compose a 300 to 500 word essay on why you have chosen a career as an office professional and what you plan to achieve in your career. The essay must be *typed*, double-spaced, and included with this application.
- 5. REFERENCES:**  
Enclose two letters of recommendation on your behalf. These letters should attest to your personal, education, and/or employment accomplishments.
- 6. TRANSCRIPTS:**  
Attach copies of transcripts or scores from high school, GED, or college, as applicable.

**PLEASE RETURN TO:**

**Wings Chapter IAAP, Attention: Scholarship Committee  
P.O. Box 4012, Dayton, OH 45401-4012**