

# 2019 Scholarship Assistance for Conference delegates

## Purpose

The goal of OSEA is for every chapter to be represented by at least one delegate at our annual Conference. The Delegate Scholarship Assistance Fund was set up to achieve this goal by providing funds for chapters that are financially unable to send any delegates.

## Process for scholarship assistance

- The chapter president or designee needs to fill out an application. Applications are available from the State Office or OSEA website.
- Provide a chapter treasurer's report from the previous 12 months, a copy of the adopted budget, if available, and/or other chapter financial documents, such as bank statements (checking and saving, if applicable).
- Mail items listed above to the OSEA State Office, 4735 Liberty Road S., Salem, OR 97302.
- After completing the application, chapters should make hotel reservations for all chapter delegates that can be cancelled if the application is denied.

## Selection criteria

- Applications received by June 1 will receive funding priority. Those received after June 1 will be considered if funds are available.
- Priority will be given to:
  - Chapters that have never attended Conference
  - A chapter that lacks funds in their treasury or can display no financial means to pay for its delegates' attendance
  - Chapters that have not had delegate representation at Conference in the last five years
  - Financial assistance can be given in the form of the full cost for delegate attendance (excluding travel cost), registration only, meal tickets only, lodging only or a combination thereof.
  - No more than two scholarships per chapter will be awarded per annual request

Per Board Policy 905.5b, delegates will be expected to share rooms during Conference.

Oregon School Employees Association

# 2019 Scholarship Assistance for Conference delegates



## Application

Chapter name \_\_\_\_\_

Chapter number \_\_\_\_\_ Date requested \_\_\_\_\_

Is your chapter able to pay for other delegates to attend Conference?  Yes  No

Have you included the following required documents?

- Annual adopted budget document
- Previous 12 months of treasurer's reports
- Other chapter financial information

Chapter president name \_\_\_\_\_

Chapter contact person/phone number \_\_\_\_\_

Chapter contact person address \_\_\_\_\_

Name of delegate \_\_\_\_\_

Delegate address \_\_\_\_\_

Name of delegate \_\_\_\_\_

Delegate address \_\_\_\_\_

Assistance requested:

- Full cost for delegate attendance (excluding travel cost)
- Registration only
- Meals only
- Lodging only
- Combination of above

Additional information \_\_\_\_\_

Questions? Call 800-252-6732 or email [brad@osea.org](mailto:brad@osea.org).

**Applications received by June 1 will receive funding priority. Those received after June 1 will be considered if funds are available. Mail to:**

**OSEA  
4735 Liberty Road S  
Salem, OR 97302-5036**

