



PROCEDURES FOR FBLA MIDDLE SCHOOL AND HIGH SCHOOL NLC SCHOLARSHIP

Description of Scholarship

The National Leadership Conference (NLC) scholarship is a program funded through the establishment of a restricted fund within the FBLA financial reserves. The purpose of this scholarship is to award FBLA High School and FBLA Middle School members with scholarships that serve as leadership investments to assist members in attending NLC. Each NLC scholarship will be \$500, plus a complimentary registration to NLC. The scholarship is to be used for National Leadership Conference and travel-related expenses.

Application Receipt Deadline

April 15, by 5:00 p.m. ET

Individual Award

A maximum of 50 scholarships will be awarded to FBLA High School or FBLA Middle School members each year.

Criteria for Members

- Open to FBLA High School and FBLA Middle School members who plan to attend NLC.
- Must be dues-paid members as of March 1 for the current school year.
- Must submit NLC Scholarship application (link found at the FBLA website on the respective FBLA High School or FBLA Middle School Awards & Recognition page, www.fbla.org) containing the following criteria:
 - The completed application.
 - Applicants must have a cumulative, minimum weighted grade point average of 2.5 on a 4.0 scale or equivalent. An unofficial transcript must be provided that verifies GPA.
 - A resume outlining involvement in FBLA, leadership positions held, and awards received.
 - A one-page signed letter of recommendation from the applicant's local chapter adviser describing the applicant's qualifications and achievements and affirming demonstrated financial aid.
 - One page essay. The topic changes every year and is included in the scholarship application form. Essay must be double spaced and Arial or Georgia 12-point font. The topic does not need to be included in the one-page essay.



Accountability

- A waiver is within the application authorizing FBLA to use name, picture, quote from applicant in promotional or marketing materials (optional).
- Digital form assuring that the funds will be used for travel related expenses and that the funds will be used in the best interest of the student or given directly to them if awarded the scholarship, signed by the applicant and the adviser.

Timeline

- **March 1** – Applicants must have paid state and national membership dues.
- **April 15** – Receipt deadline for scholarship applications. All applications must be received via the online form by this date.
- **May 20** – scholarship winners notified, and their advisers are emailed, and paperwork sent for completion (to receive the scholarship).
- **By May 30** – Scholarship recipients confirm attendance at NLC and submit necessary paperwork in to receive the scholarship.
- **June 1** – Scholarship funds are issued to the scholarship winner’s chapter (sent to adviser).

Distribution

- The \$500 scholarship will be sent to the school’s mailing address payable to the chapter, with the check’s memo stating the intended student to receive the funds.
- The adviser will have full control of scholarship funds and is bound to use them for the scholarship winner or give the funds to them directly. The funds are to be used only for the National Leadership Conference and travel-related expenses.
- The complimentary NLC registration will be entered by the National Center. If the scholarship winner has already paid their registration, it will be refunded by the same method of payment originally received.
- If a scholarship winner is unable to attend NLC, FBLA must be contacted, and the funds must be returned to FBLA in their entirety as soon as that decision is reached. In this situation, another scholarship winner will be selected.

Post-Scholarship

A post survey of the scholarship experience will be distributed to the recipients to verify and track the results of the scholarship program. Within this survey, the scholarship winner will be required to write a report on the NLC spending. (This does not have to be a list of receipts, rather a simple note stating where/how the money was spent).



Rubric

The following rubric is used by scholarship reviewers to evaluate the submissions. These rubrics are not sent to the member or the adviser.

Section 1: Application Submission Checklist

Item	Yes or No
Membership Dues Paid	
Grade Transcript (Report card not accepted)	
Minimum cumulative GPA of 2.5	
Resume Submitted	
Essay Submitted	
Letter of Recommendation Submitted	
Application Complete? All must be YES to continue to Section 2	

Section 2: Review of Application & Materials

Selection Criteria	Points Possible
<i>Resume:</i> Involvement in FBLA	15
<i>Resume:</i> Leadership positions held	10
<i>Resume:</i> Awards received	10
<i>Resume:</i> Visually appealing, well organized, correct use of grammar, punctuation, spelling	7
<i>Letter of Recommendation:</i> Reviewer's assessment of applicant's character, potential, and financial need	10
<i>Essay:</i> Quality of response to topic	20
<i>Essay:</i> Content (introduction, body, conclusion, etc.)	20
<i>Essay:</i> Length (one page), visually appealing, format, grammar, punctuation, spelling, sentence structure (double spaced, Arial/Georgia font, 12-point font)	8
Total Points	100