

PROCEDURES FOR FBLA HIGH SCHOOL AND MIDDLE SCHOOL NLC SCHOLARSHIP

The National Leadership Conference (NLC) Scholarship is a program designed to help fund conference and travel-related costs for FBLA High School and FBLA Middle School members to attend the NLC.

The NLC Scholarship includes a \$500 check, plus a complimentary registration to the NLC (\$195). Scholarship money must be used for conference and travel-related expenses. Up to 50 scholarships will be awarded each year.

REQUIREMENTS

Members who wish to be considered for an NLC Scholarship must:

- be on record as having paid local, state, and national dues by March 1 of the current program year
- submit an application with required accompanying materials by 5:00 p.m. ET on April 15

APPLICATION MATERIALS

Submit the application form and attach the following required materials no later than April 15:

- PDF of resume: Resume should outline the member's involvement in FBLA. It should also highlight leadership positions held and awards received, whether in FBLA and other organizations.
- PDF of signed letter of recommendation from the candidate's local chapter adviser that describes both the applicant's financial need and how attending the NLC would help them develop personally and professionally.
- PDF of a one-page essay (double-spaced, Times New Roman/Calibri, 12-point font) addressing the following prompt:

Share how attending the National Leadership Conference would benefit your personal and professional development and would not be possible without receiving this scholarship.

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 5 – scholarship winners notified, and their advisers are emailed, and paperwork sent for completion (to receive the scholarship).

- By May 7 – 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).

RATING SCALE

The following scale is used by scholarship reviewers to evaluate the submissions. The completed rating sheets are not sent to the member or the adviser.

SCHOLARSHIP REVIEWER RATING SCALE OF APPLICATION MATERIALS

Selection Criteria	Total Points Possible
<i>Resume</i> : Involvement in FBLA	10
<i>Resume</i> : Leadership positions held (FBLA & other)	10
<i>Resume</i> : Awards received (FBLA & other)	10
<i>Resume</i> : Visually appealing, well-organized, correct use of grammar, punctuation, spelling	5
<i>Letter of Recommendation</i> : Reviewer's assessment of applicant's financial need, personal and professional development growth opportunities at the NLC	20
<i>Essay</i> : Quality of response to topic	
<i>Financial Need</i>	15
<i>Personal & Professional Development</i>	15
<i>Essay</i> : Length (one page), visually appealing, in essay format, quality writing: grammar, punctuation, spelling, sentence structure (double-spaced, Times New Roman/Calibri, 12-point font)	15
<i>Total Points</i>	100