



## Region 12 Application for ACSA Academy/Institute Scholarships Instructions

ACSA Region 12 budgets funds to assist a few members of the region with registration support to ACSA sponsored Academies and Institutes. Applicants must have been a State ACSA member (not just a charter member) for two full years or longer. Scholarships cover 50% of the registration cost.

Members interested in attending an academy/institute and in need of a scholarship should follow all directions below to apply for a scholarship. The scholarship must be approved first by the Executive board and then the General Leadership Assembly members at a quarterly meeting. You will be notified after the approval process is complete.

**The application deadline is November 1st of each year but additional requests may be submitted after that date if funds remain unallocated.**

Steps and procedures:

1. Fill out the Initial Application Request form for ACSA Academy/Institute Scholarships (found on the region website).
  - a. Indicate the cost of the event and how much you are requesting
  - b. The Academy/Institute you are apply for should be germane to your current or aspiring position.
  - c. Submit by the deadline to the region Executive Director and Consultant at [acsareg12@gmail.com](mailto:acsareg12@gmail.com).
2. You must personally register and pay for the academy up front. However, the region will now pay for 50% of the registration amount upon board approval, and with a copy of the paid registration submitted to the Executive Director and Consultant. (see item #4).
3. You must fully attend the event and provide a copy of the ACSA certificate of completion to the region Executive Director and Consultant when the coursework is completed.
4. You must complete the R12 Member Report of Completion of Approved Academy/Institute Scholarship form (found on the region website) along with a copy of your ACSA certificate of completion.
  - a. Submit this to the region Executive Director and Consultant at the region email address along with a brief written summary of the event and your reaction to the Academy/Institute for the region newsletter.