

PROCEDURES FOR 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-PBL reserves. The purpose of this scholarship is to award FBLA and FBLA-Middle Level members with scholarships that serve as leadership investments to assist members in attending NLC. Each NLC stipend will be \$500, plus a complimentary registration to NLC. The scholarship is to be used for conference and travel-related expenses.

Application Receipt Deadline – April 15, by 5 p.m., Eastern

Individual Award –A maximum of 50 scholarships will be awarded to FBLA or FBLA-Middle Level members each year.

Criteria for FBLA Members

- Open to FBLA and FBLA-Middle Level Members who plan to attend NLC.
- Must be dues-paid members as of March 1.
- Must submit NLC Scholarship application (link found on the FBLA-PBL website, FBLA or FBLA-Middle Level Awards & Recognition page, www.fbلا-pbl.org).
 - The completed application.
 - Applicants must have a cumulative, minimum weighted grade point average of 2.5 on a 4.0 scale or equivalent. Unofficial transcript must be provided that verifies GPA.
 - A resume outlining involvement in FBLA or FBLA-Middle Level, 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: “How has FBLA or FBLA-Middle Level Enhanced Your Leadership Skills?” Essay must be double spaced and Times New Roman or Calibri 12-point font.

Accountability

- Waiver authorizing FBLA-PBL 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 Wufoo form by this date.
- May 20 – scholarship winners and their advisers are emailed and asked to submit necessary paperwork in order to receive scholarship.
- May 30 – scholarship funds are issued to the scholarship winner’s chapter (sent to adviser).

Distribution

- The 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 NLC conference and travel-related expenses.
- If a scholarship winner decides not to attend NLC, FBLA-PBL must be contacted, and the funds must be returned to FBLA-PBL in their entirety as soon as that decision is reached. In this situation, another scholarship winner will be selected.

Post-Scholarship

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