



Announcing the DE-MD-DC Division Administrative Scholarship

TO: Student Members of the DE-MD-DC Division
International Association of Administrative Professionals

FROM: Erna S. Ray CPS/CAP
Chair, DE-MD-DC Administrative Scholarship Committee

DATE: February 24, 2010

SUBJECT: 2010 DE-MD-DC Division Scholarship

The International Association of Administrative Professionals Delaware-Maryland-District of Columbia Division is again offering their annual administrative scholarship to a student member of the Division. The scholarship amount will be **\$500**. The recipient of this scholarship will be announced at the Division Annual Meeting on Friday, May 14, 2010 in Hunt Valley, MD at the Member Recognition Luncheon. We encourage you to save this date and plan to attend. The scholarship payment will be sent to the successful recipient's educational institution following receipt by the Division Treasurer of a school invoice for the upcoming semester.

Please include the following documents with your application:

1. Cover letter indicating why you are deserving of this scholarship, the need for financial assistance, community involvement and your relationship and experiences with DE-MD-DC Division of IAAP
2. Two letters of recommendation
3. Copy of transcript from last attended educational institution with your GPA (can be unofficial)
4. Building a Professional Career Essay (200 words or less)

The Scholarship Committee in determining the scholarship recipient will use the above information as well as the criteria below:

Completeness of cover letter (including style, grammar, placement on paper)
Appearance of application (legible, complete, signed)

Enclosed with this memo you will find the Scholarship Application. Please return the cover letter, completed application and all required documentation no later than Friday, April 9, 2010 to:

**Erna S. Ray CPS/CAP
Anne Arundel Community College
101 College Parkway
Arnold, MD 21012-1895**

If you have any comments or questions, please feel free to contact me by phone or e-mail. I can be reached at:

**Work: 410-777-2247
Home: 410-768-5723
E-mail: esray@aacc.edu**

Enclosure

C: Sandy Ratke, CPS/CAP, President, DE-MD-DC Division