



Crabtree Graduate Fellowship Guidelines

The American Association of Family and Consumer Sciences (AAFCS) awards graduate fellowships to individuals who have exhibited the potential to make contributions to the Family and Consumer Sciences profession. The Myrna Crabtree Graduate Fellowship was established through a generous bequest from Dr. Myrna P. Crabtree, who taught classes in human development and held workshops to help teachers meet the needs of the local population. Dr. Crabtree spent most of her professional career in Florida, first at Barry University and then with Florida International University to develop the Counseling and Consumer Education Department. This fellowship is awarded to a graduate student for up to \$1,500 of support for one year of AAFCS membership and participation in the AAFCS Annual Conference and up to \$350 toward an AAFCS Certification.

Fellowship Award	Certification Award Amount	Reimbursement for Membership & Travel to Annual Conference
Crabtree Graduate Fellowship (National)	\$350	\$1,500

Applying for the Fellowship

Before completing a fellowship application, a potential applicant should consider the following eligibility requirements, keeping in mind that each Fellowship may have differing eligibility and/or application requirements as outlined.

- The applicant must be a current AAFCS member at the time of submission.
- The applicant is planning to pursue or is currently pursuing a graduate degree in family and consumer sciences or related specialized content area described here, <https://www.aafcs.org/about/what-is-fcs>.
- The applicant has applied for admission to begin graduate study, has been admitted to a graduate program, or will be enrolled for the upcoming academic year.
- Former recipients of AAFCS Graduate Fellowships may apply for another year of fellowship funding if they meet the criteria of the fellowship(s) for which they are applying, but former recipients are not guaranteed another fellowship.
- Application materials are prepared by the applicant.
- Applicants can submit to only one AAFCS award per annual review cycle.
- Members of the AAFCS Board of Directors and Awards Committee are not eligible to apply during their terms of office. AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All award materials must be submitted in English.
- All policies, procedures, and guidelines must be followed for the award application to be considered for juried review.

Submitting the Application

The application must be submitted on the official application form and in the order below as one PDF document. Please be aware of the page requirements for each section. Please include page numbers and headings/captions on any supporting materials used. The online application will require submission of a color headshot in PNG or JPEG format of the applicant that will be used in marketing and promotional materials. Please keep a copy of all materials submitted to AAFCS. Questions should be forwarded to awards@aafts.org.

Section 1: General Information

Applicant Information

- ☐ Graduate Fellowship Applying For
- ☐ Certification Exam Applying For
- ☐ First and Last Name
- ☐ AAFCS Credentials (if applicable)
- ☐ Phonetic Pronunciation of Name
- ☐ Current Title
- ☐ Graduate Major of Study
- ☐ College or University
- ☐ AAFCS Member Number
- ☐ Number of Years of AAFCS Membership
- ☐ Contact Information (Email, Phone Number, Mailing Address)
- ☐ 150 Word Biography in 3rd Person

Section 2: Professional Goals (Maximum of 2 pages in 12-point font and written in narrative format)

- ☐ Identify your short and long-term professional goals.
- ☐ How do you plan to utilize or leverage the AAFCS credential and participation in the Annual Conference to impact the field of FCS?

Section 3: Applicant's Current Curriculum Vita or Resumé (Maximum of three pages)

Section 4: Reference Forms (Use the AAFCS Reference Form and include forms in the final completed PDF application packet, not as separate attachments)

- ☐ References should come from individuals who can speak to your academic ability, leadership, and professional potential. Appropriate references may include professors, academic advisors, employers, affiliate and community leaders.

Section 5: Undergraduate and/or Graduate Transcripts (Can be official or unofficial)

- ☐ Transcripts must be included in your final completed PDF application packet, not as separate attachments.
- ☐ Please ensure the transcripts are not password-protected.

Evaluating the Graduate Fellowship Application

- Individuals who complete a Reference Form for a current applicant cannot serve as jurors for this award.
- Jurors cannot review applications from family members, their current students, students at their own institution, or applicants who share the same employer. Jurors are responsible for identifying any applicants who include a potential conflict of interest and recusing themselves from the review process.
- An individual who has applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period in which his or her own application is being reviewed.
- Jurors selected by the AAFCS Awards Committee review the applications and assign points using the Evaluation Criteria.

Awarding the Graduate Fellowship

- The Awards Committee reserves the right not to award a fellowship or scholarship if jurors do not find a worthy applicant.
- No student will be awarded more than one graduate fellowship in a given year.
- Only qualified applicants who receive a score of 80% or more of the highest score are eligible to receive an AAFCS Graduate Fellowship.
- Recipient(s) will be notified in the spring and will be recognized during the AAFCS Annual Conference. The Myrna Crabtree Graduate Fellowship recipients are required to attend the AAFCS Annual Conference. These AAFCS fellowships provide funding for reimbursement to support a year of AAFCS membership,

defray some of the travel expenses for participation in the AAFCS Annual Conference and covers testing and certification fees.

Accepting/Receiving the Fellowship

- ☐ Up to \$1,500 in support will be reimbursed to the recipient after participation in the AAFCS Annual Conference.
- ☐ Up to \$350 in support of testing and certification fees will be reimbursed after successful completion of the AAFCS exam.
- ☐ Take the AAFCS Professional exam of their choice at the Annual Conference.
- ☐ Provide a brief written or recorded video testimonial of your Annual Conference experience. This may be used for marketing or fundraising purposes.

Failure to follow the guidelines will result in ineligibility of the applicant for the award.

Evaluation Criteria

Applicants will be evaluated using the criteria outlined below. Guidelines for what jurors may consider for each criterion are listed for clarity and for consistency in evaluating applications.

Evaluation Criteria	Points Possible
Strength of short and long-term goals	/ 20
Utilization and leveraging of conference participation and credential	/ 20
Voluntary participation in professional/community organizations and activities	/ 10
Evidence (or degree) of professional commitment and leadership	/ 10
Special recognition and awards	/ 5
Reference Forms: Evidence of leadership, character, responsibility, and relevant participation	/ 10
Transcript: coursework, academic ability, career-directed	/ 10
Presentation of application materials: Clearly started, complete, organized, and concise with correct spelling, grammar, etc.	/ 10
AAFCS Membership - Up to 5 points total: • For up to two years (2 points) • For two or more years (3 points)	/ 5
Total	/ 100



REFERENCE FORM

Applicant Name	
Reference Name	
Reference Title/Position	
How long and in what capacity have you known the applicant?	
In your opinion, what do you feel are the applicant's strengths?	
How would you describe the applicant's professional commitment and leadership?	
Please write a short summary of your primary reasons for recommending this applicant.	

Please rate the applicant (as compared to his/her peers) on each of the following characteristics by marking (X) the appropriate box.

Characteristic	Superior	Above Average	Average	Below Average	Unable to Rate
Leadership					
Organizational Skills					
Problem-Solving Ability					
Self-Motivation					
Teamwork					

Signature of Reference Provider

Date Completed