

**NATIONAL EPSILON SIGMA PHI**  
**Richard R. Angus**  
**PROFESSIONAL DEVELOPMENT SCHOLARSHIP PROGRAM**

*Proposal **must** be for a project that will be completed after the  
May 1 announcement date listed in these instructions.*

**REQUEST FOR APPLICATIONS**

**Application Postmark Deadline** March 1

**Submit to:** Chair of Member Services with copy to Executive Director (names and addresses listed in Directory) electronically using the outline on the National Epsilon Sigma Phi Professional Development Scholarship Application.

**Decisions will be announced by** Epsilon Sigma Phi President by May 1. Funds must be used within one year of award.

**Purpose:** Epsilon Sigma Phi will, through the Development Fund, provide \$2,000 annually to fund scholarships not to exceed \$500 per member to encourage, stimulate, and support professional development through participation in courses, seminars, conferences or workshops. Preference will be given on a regional basis; however, discretion will be used depending on the number and quality of applications.

**Selection:** Scholarships will be awarded on the basis of the following criteria:

- Relevance of proposed study to the overall professional development of the applicant.
- Relevance of proposed study to their state's emphasis on professionalism.
- Potential of the proposed study to develop professionalism in the applicant.
- Involvement in ESP.
- Membership dues are current.

***The Member Services Committee will make selection recommendations to the National Board.***

**Application Procedure:** (Use National Epsilon Sigma Phi Professional Development Scholarship Form Application should not to exceed two pages. Letter of recommendation required from immediate supervisor. If a life member, ESP President must write letter of recommendation. Include the following: Application and letters of recommendation are to be sent electronically to Chair of Member Services Committee with a copy to Executive Director. Include the following:

- Name, address and phone number(s).
- Position title and major responsibility.
- Educational background.
- Inclusive dates of Epsilon Sigma Phi membership and indication that membership is current.
- Description of your personal plan for professional improvement.
- Title and description of proposed study (seminar, course, workshop, class, national professional meeting or activity). Include dates, location, number of hours, sponsoring group, etc. (Attach brochure if available.)

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- Describe how this course fits your professional development goals.
- Describe how your proposed study relates to your state's emphasis on professionalism.
- Estimated budget (shows breakdown for registration, transportation, food, and lodging, specify other expenses).
- Amount requested (actual).
- Have you requested funds from any other source and for what amount?
- Signatures of support from the chapter president and Director of Extension are required.
- Letter of recommendation from your immediate supervisor sent directly to the Chair of Member Services Committee with a copy to Executive Director.

**Reimbursement Procedure:** Upon completion of study, the scholarship recipient will forward to the Executive Director the following:

- Request for scholarship payment.
- Proof of participation.
- Financial statement including receipts showing payment for registration fees, travel, lodging, etc.
- Brief report for possible use in Epsilon Sigma Phi Newsletter.