The Association for Learning Environments (A4LE)  
SOUTHWEST REGION  
2018 Scholarship Application Package  

LearningSCAPES  
NOVEMBER 1-4, 2018  
CHICAGO, IL
Overview:
The A4LE Southwest Region is a non-profit organization established to foster research and scholarly study regarding the impact of school facilities on student achievement. The Region acts as a proactive catalyst for promoting the development of quality learning environments in the A4LE Southwest Region by funding scholarships and grants through the organization.

Using a scholarship process, the Region intends to fund efforts in the Southwest Region that address the following:
1. Awareness of A4LE and the importance of quality educational facility planning
2. Advance the understanding of benefits gained from quality educational facilities
3. Extend the body of knowledge related to educational facility planning

Scholarship
This scholarship provides financial assistance for one or more school district members residing in the Southwest Region states to attend the A4LE LearningSCAPES. This important event brings together school planners, educators, and design and construction professionals from around the globe to collaborate on ideas and issues relating to the planning and design of contemporary schools.

Preference will be given to those who have not attended an A4LE international conference in the recent past. The maximum amount of this scholarship is $1,500 and may be applied to registration, travel and/or hotel costs. Incidental expenses such as meals not covered by the conference fee, taxes, fees, tips, and ground transportation are not included in this scholarship.

Eligibility Requirements
Eligibility to receive a scholarship is open to any A4LE school district voting member in good standing in the Southwest Region interested in furthering their knowledge and expertise in educational facility planning and the advancement of the A4LE mission. School district employees living and working within the Southwest region states who are not currently members of A4LE are also eligible provided an A4LE member in good standing in the Southwest Region nominates and agrees to sponsor this potential new member.

Characteristics Sought in Candidates
The Region seeks applicants who are active members of the educational facilities planning community who demonstrate a desire to further their education.

Ideal candidates should demonstrate a balance of the following characteristics:
1. Demonstrated financial need.
2. Active involvement in creating quality student learning environments as part of your day-to-day job activities.
3. Actively engaged in A4LE and the advancement of the mission (or desire to do so)
4. Desire to improve the way educational facilities are planned, designed, built, and utilized.
Selection Process
The Region will take up and consider all received applications and make a final award. Award recipient(s) will be notified on or before September 1, 2018.

About the Scholarship
The A4LE Southwest Region intends to award a scholarship to one or more eligible applicants to help defray the costs of participating in the A4LE LearningSCAPES November 1-4, 2018 in Chicago, IL. The amount of each award is going to be determined on a case-by-case basis and will primarily be established based on financial need. Expenses that are eligible for consideration include registration for the conference; travel to and from the host hotel and the applicant’s home location, and up to four night’s accommodations at the host hotel during the event.

Submission Requirements
Candidates must complete and submit the required informational packet to the scholarship coordinator.

All scholarship submissions will be accepted by emailing an electronic copy (PDF file) to: A4LE Southwest Region
c/o Ms. Carla Cummins
Carla@A4LE.org

Submission Materials
Application Form “A”
Nominating letter (if not currently a A4LE member)

Submittal Deadline
Application packets will be accepted by the scholarship coordinator as described above until 5:00pm CDT on September 7, 2018.

Selection Process and Timeline
The process of awarding scholarships to recipients will be as follows:

September 7, 2018 Applications due
September 14, 2018 Notification of Award
Evaluation Criteria
Affiliation – Is the applicant currently employed and if so, by a public educational institution?

Clarity of Information - Is the application complete? Was the information carefully proofread for spelling and grammar?

Participation and Leadership – Is the applicant actively engaged in A4LE? Has the applicant held any leadership positions at the local, region, or international level?

Ability - Does the applicant demonstrate their willingness and ability to devote the time and attention to gaining full benefit from the LearningSCAPES event?

Intention – Does the applicant demonstrate how they propose to utilize the knowledge gained by attending this conference to further the mission of A4LE?

Financial Need – Does the applicant have a financial need for assistance to attend the program? If so, have they demonstrated need in the areas of cost of registration, travel, and accommodations?

Scholarship Conditions
If awarded, the scholarship recipient agrees to attend the LearningSCAPES event and fully participate in the many learning activities available.

Scholarship recipients are encouraged to participate in both their local chapter meeting and the A4LE Southwest Region Conference in 2019 in order to be recognized as well as report on their experience in attending the conference. At a minimum, recipients will be required to write a short essay about their experience and submit a photo for the Southwest Region newsletter and Region advertisements.
# APPLICATION FORM

<table>
<thead>
<tr>
<th><strong>First Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Personal</strong></td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td><strong>Phone Number</strong></td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>Cell</td>
<td></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Employer</strong></td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Extension</td>
<td></td>
</tr>
<tr>
<td><strong>Previous Employer</strong> (if less than one year at current)</td>
<td></td>
</tr>
<tr>
<td><strong>A4LE Member?</strong></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>If no, name of nominating member:</td>
<td></td>
</tr>
<tr>
<td><strong>Chapter Affiliation?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Leadership Positions?</strong></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Current Position(s):</td>
<td></td>
</tr>
<tr>
<td>Previous Position(s):</td>
<td></td>
</tr>
<tr>
<td><strong>ALEP?</strong></td>
<td>Yes □ No □</td>
</tr>
<tr>
<td><strong>Currently Pursuing ALEP?</strong></td>
<td>Yes □ No □</td>
</tr>
</tbody>
</table>
Qualifications
Briefly describe your role relative to educational facilities planning, design, and construction. (In addition, attaching your resume is desirable.)

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Describe steps you have taken to increase your knowledge and understanding of contemporary educational facility planning and design issues.

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Describe your current educational facilities planning and/or construction related work (types of projects and your role).

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Have you attended the A4LE LearningSCAPES Conference before (if yes, when)? ______________________________

Please describe why you are interested in attending this conference.

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
If selected for this scholarship, how do you propose to share the knowledge you gain to improve facility planning in your district or workplace?

______________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________

Financial Need

Explain your financial situation and the need for assistance in each of the following categories:

Conference Registration:
______________________________________________________________________________________________________________________________________________________________

Hotel Accommodations:
______________________________________________________________________________________________________________________________________________________________

Travel:
______________________________________________________________________________________________________________________________________________________________

How much are you (or your district) willing or capable of contributing toward your participation in the conference? $____________

Applicant Signature

By submitting this application for a A4LE Southwest Region Scholarship, I certify that the information contained herein is accurate and factual to the best of my knowledge.

I agree that the application and all attachments may be used for the purposes of evaluation and selection by the A4LE Southwest Region Board. Also, I acknowledge that all scholarship decisions of the Board are final and I agree to the terms and conditions described in the application package.

Name: __________________________ Date: _______________________

Submit this form along with any attachments to Ms. Carla Cummins at Carla@cefpi.org.