

Administrators' Institute

Selection and Eligibility Criteria:

1. The applicant **must**:
 - demonstrate on-going membership in NACADA.
 - be a current NACADA member at the time of scholarship application.
 - demonstrate involvement in professional activities.
 - provide a description of goals to be accomplished through participation in the Administrators' Institute.
2. Current elected or appointed officers and officials in NACADA are **not** eligible for the Administrators' Institute Scholarship.
3. Previous Administrators' Institute participants will be considered after applicants who have not previously attended the Institute, if funding is available.

Because NACADA believes that there is considerable strength in diversity, the selection committee strongly encourages applications from groups under-represented in the Association and its leadership.

Application Components:

1. [Online Application Form](#). ****Please choose the appropriate category from the Award/Scholarship menu.**
2. **Resume/Vita.** Please limit entries to material that pertains directly to academic advising, presenting relevant information from the nominee's overall resume/vita.
3. **Current Job Position Description or List of Job Responsibilities**
4. **Prior Professional Development Summary**
 - List **ALL** professional activities and institutional organizations (including NACADA) in which you have participated. Please include conferences attended, presentations, committees, commissions, etc.
5. **Administrators' Institute Participation**
 - List and describe the goals you hope to accomplish by participating in the Administrators' Institute.
 - How will your participation in this institute help you grow as a professional?
 - In what ways would you like to extend your involvement in NACADA?
6. **Letters of recommendation.** A required component of the application materials submitted for this award is two letters of recommendation from your institution's officials, at least one of which must include a statement of financial support for your travel if you are awarded a scholarship by NACADA. These letters **must** be on **institutional letterhead**.

***Items 2-7 above should be submitted as PDF attachments.**