

**Wisconsin Employment and Training Association, Inc.**

1213 N. Sherman Avenue • PMB 324 • Madison, WI 53704 • (608) 242-7425 • http://www.wetainc.org

2019 WETA Harmon Memorial Scholarship Award for WETA Members

Information and Application

Application deadline: September 9, 2019

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2019 WETA Harmon Memorial Scholarship Award Competition

for WETA Members

Thank you for your interest in the 2019 WETA Harmon Memorial Scholarship Award competition for WETA members. This scholarship will provide a WETA member with the opportunity to attend professional development of the awardee's choice that the awardee's employer will not pay for. This scholarship is one way that our organization supports its members while honoring the memory of an individual who made outstanding contributions to the field of workforce employment and training and to WETA. The application deadline is **September 9, 2019**.

WETA's mission: Our purpose is to promote quality employment and training services and support the professionals who implement and administer those services for job seekers, workers and the employer community. For more information, visit the WETA web site at [www.wetainc.org](http://www.wetainc.org).

WETA adheres to laws and practices of non-discrimination on the basis of race, color, national origin, religion, gender, age, sexual orientation, and disability status.

**The Harmon Memorial Scholarship**: Dennis Harmon was a dedicated professional who spent most of his work life serving the needs of under-resourced, underemployed, and unemployed individuals through the development, operation, and management of education, employment, and training programs in Wisconsin.

The 2019 Harmon Memorial Scholarship is an award of *up to $1,000* for the awardee to use to participate in a professional development opportunity to advance the awardee's career or volunteer work in workforce development. WETA scholarships are one-time, lifetime awards. If you have been awarded a WETA scholarship in the past, you are not eligible to receive another.

Here are some important points to keep in mind as you complete the application.

1. Information provided is confidential. The WETA Scholarship Committee is appointed by the WETA Board of Directors to make award selections.
2. The scholarship awardee must be a WETA member at the time of application, be employed in Wisconsin, and work or volunteer in the field of workforce employment and training.
3. Applicants will be considered for the scholarship based on an overall assessment of the applicant’s:
	* professional achievement and/or community involvement;
	* demonstrated commitment to the workforce employment and training field;
	* personal expression of education and career goals as they relate to serving the needs of under-resourced, underemployed, and unemployed individuals through the development, operation, and management of education, employment, and training programs in Wisconsin; and
	* personal characteristics demonstrated on the application.
4. Applications must be complete. Do not alter the format of the application. Please type or print the information neatly.
5. The scholarship award will be presented on October 17 at the 2019 WETA Annual Conference to be held at the Jefferson Inn in Wausau, WI, from October 16-18, 2019. The awardee will be provided a complimentary three-day registration, meals, and two nights lodging for the 2019 annual conference in the event that the awardee's employer will not pay for registration, meals, or lodging.
6. Terms of redemption: The awardee will contact the WETA Scholarship Committee to secure approval by the committee prior to incurring any expenses and working out the details of payment. It is expected that the costs will be reasonable and proportionate to the value of the professional development opportunity (i.e., a two-hour seminar in California is not reasonable if transportation costs are requested. A three-day, out-of-state training with transportation may be more reasonable.)
7. The following expenses are eligible, but may not exceed $1,000, and will be applied in the order below:
	1. First, for cost of attendance
		1. Registration fees for a conference, seminar, or similar professional presentation related to serving under-resourced, underemployed, or unemployed individuals are allowed. Reimbursement is provided when supported by conference information, proof of payment by the awardee, and evidence of awardee's attendance. Alternatively, the awardee may request the WETA board to pay the registration fees directly. No meals will be covered except as included in registration fees.
		2. Tuition, fees, and required books are eligible when the awardee is enrolled and attends a post-secondary certificate or degree program of study related to serving under-resourced, underemployed, or unemployed individuals. Post-secondary programs of study must be approved by the Wisconsin Educational Approval Board. A list of the approved private post-secondary training providers and programs can be found at the EAB website at <http://eab.state.wi.us/>. Reimbursement is provided when supported by proof of payment by the awardee. Alternatively, the awardee may request the WETA board to pay the tuition and/or fees directly to the institution of higher learning.
	2. Second, for travel expenses by common carrier, within reason, to attend an out-of-state conference, seminar, etc. within the contiguous United States, when WETA has paid the registration fees as outlined above. Reimbursement is provided when supported by proof of payment by the awardee and evidence of the awardee's participation in the professional development.
8. The awardee must use the scholarship funds before **December 31, 2020**. An exception may be made if the awardee notifies the WETA Scholarship Committee prior to September 30, 2020, that a preferred professional development opportunity is offered after the December 31, 2020, expiration date and can provide detailed plans for expending the scholarship funds.
9. The awardee will submit a summary of the professional development experience to the WETA Scholarship Committee within one month of completing the experience. The summary may be used on WETA member communications, in the newsletter, at the 2020 annual conference, etc.

The awardee will be notified of award status by email no later than September 25, 2019.

For more information, check the WETA web site at [www.wetainc.org](http://www.wetainc.org) or contact David Skattum at (608) 242-4583 or by e-mail at dskattum@eata.org.

 **Application Submission and Deadline:**

Do not email application materials.

Applicants should mail completed application materials to:

 WETA Scholarship Committee

 Wisconsin Employment and Training Association, Inc.

 1213 Sherman Avenue, PMB #324

 Madison, WI 53704

###### Your 2019 WETA Harmon Memorial Scholarship Award application

must be postmarked no later than September 9, 2019.

Application for the 2019 WETA Harmon Memorial Scholarship Award

An award for WETA Members

Application deadline: September 9, 2019

# Personal Information

Applicant Name Click or tap here to enter text.

Street Address Click or tap here to enter text.

City, State Click or tap here to enter text. Zip codeClick or tap here to enter text.

TelephoneClick or tap here to enter text. E-mail address Click or tap here to enter text.

Have you applied for a WETA scholarship in the past? [ ]  yes [ ]  no

# Employment & Volunteer Experience

List current employment and volunteer experience first, followed by previous experience. Add more lines if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Position title,name of employer,city, state | √ if volunteer | Dates of employment or volunteer work | Hours per week |
|  | [ ]  |  |  |
|  | [ ]  |  |  |
|  | [ ]  |  |  |
|  |[ ]   |  |

# Professional Development Plans

Check one:

[ ] Professional Development: conference, seminar, etc. related to serving under-resourced, underemployed, or unemployed individuals.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and city of educational institution or training provider | Name of program of study  | Actual or planned enrollment date | Expected date of completion |
|  |  |  |  |

[ ] Post-secondary program of study: tuition, fees, and/or books

PLANNED or CURRENT education: List training you are currently attending or you plan to attend.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and city of educational institution (must be in Wisconsin) or training provider  | Name of program of study  | Actual or planned enrollment date | Expected date of completion |
|  |  |  |  |

# Work and Community Involvement

Describe yourself in terms of your passion for helping improve the lives of under-resourced, underemployed, or unemployed individuals using 100 words or less.

# Other Information

1. In 100 words or less, tell us about your long-term goals and what you hope to accomplish as a result of participating in the professional development you are planning.
2. In 100 words or less, describe a significant event or accomplishment in your life that reflects your values.
3. In 100 words or less, describe any special circumstances you feel the committee should consider in evaluating your application (i.e., personal, financial, academic).

By checking the box in front of each statement, I certify each of the following statements:

[ ]  I discussed this professional development opportunity with my supervisor and was told that my organization cannot fund this opportunity for me.

[ ]  The information I provided on this application is true and complete to the best of my knowledge.

[ ]  I am a current WETA member and plan to use the scholarship award in the manner indicated above and by December 31, 2020.

[ ]  If granted the scholarship, I will provide to the WETA Scholarship Committee a summary of my professional development experience within one month of completing it. I give WETA consent to use my name and summary in the WETA newsletter and/or on the WETA web site.

[ ]  I have not received a WETA scholarship in the past.

Click or tap here to enter text.

Signature of applicant

Click or tap here to enter text.

Date

##### To be considered, your completed application must be postmarked **no later than September 9, 2019**.

Mail to: *WETA Scholarship Committee*

*Wisconsin Employment and Training Association, Inc.*

*1213 N Sherman Avenue, PMB #324*

*Madison, WI 53704*