



**International Association of
Administrative Professionals®**

**INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS®**

GAINESVILLE CHAPTER

SCHOLARSHIP

The Gainesville Chapter of IAAP® will award an annual scholarship in the amount of \$1,000 to a student who plans to obtain a degree and pursue a career as an administrative professional.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS®

Promoting high professional standards for administrative professionals and enhancing the image of the profession are the goals of the International Association of Administrative Professionals (IAAP®). The mission of IAAP is to be the acknowledged, recognized leader of office professionals and to enhance their individual and collective value, image, competence, and influence. Founded in 1942, IAAP has over 600 chapters and 40,000 members worldwide. IAAP is headquartered in Kansas City, Missouri and provides information and resources to help administrative specialists become more efficient contributors to their organizations. IAAP members also work to educate the public about the value of their profession and the advantages of an office/administrative career.

Major services provided by IAAP include:

Education: IAAP and its local chapters host a variety of seminars, workshops, and conferences featuring top speakers. IAAP headquarters offers more than 250 books, audio tapes, videotapes, and self-study courses on all aspects of office administration.

Networking: Members of the 600-plus IAAP chapters build professional networks by attending chapter meetings and serving in chapter leadership positions. Members also can serve as division, district, and international officers.

Certification: IAAP oversees two highly respected certifications, the Certified Professional Secretary® (CPS®) program and the Certified Administrative Professional® (CAP®) programs. The CPS examination is a one-day exam with three parts (Office Systems and Technology, Office Administration, and Management). The CAP exam is a one and one-half day exam with four parts (the first three parts of the CPS exam plus an additional segment on Advanced Organizational Management). More than 62,000 office professionals have achieved the CPS rating since the program's inception in 1951. The CAP rating, which was first administered in May 2001, has been achieved by more than 2,400 individuals.

Administrative Professionals Week®: Formerly known as Professional Secretaries Week, IAAP first organized and is the sole sponsor of Administrative Professionals Week, conducted annually since 1952. During the week, IAAP works to educate business leaders about the important role of office professionals and the need for professional education.

IAAP defines administrative professionals as individuals who are responsible for administrative tasks and coordination of information in support of an office-related environment and who are dedicated to furthering their professional growth in their chosen profession.

The Gainesville chapter of IAAP was chartered in December 1987 and provides a professional setting for members to network, receive and provide continuing education, and help the community. With this in mind, the Gainesville chapter of IAAP has established a scholarship for students who intend to obtain a degree in a business-related area and pursue a career as an administrative professional.

SCHOLARSHIP CRITERIA AND INFORMATION

1. This scholarship will be awarded annually to a student attending an accredited college or business school and pursuing an undergraduate degree in Business Administration or a related field i.e. Management, Medical Office Administration, Legal Assisting, etc.
2. The amount of this award shall be \$1,000 (\$500 each for Fall and Winter quarters).
3. Recipient must maintain full-time enrollment, which is defined as 12 credit hours per quarter.
4. Recipient must maintain a 3.0 cumulative grade point average (CGPA) or better each academic term for scholarship continuation. First-quarter students must obtain a 3.0 GPA.
5. Recipient will receive a one-year paid membership in IAAP, Gainesville Chapter.
6. The following must be included in your application package:
 - Two letters of recommendation
 - Proof of acceptance to an accredited college or business school
 - A personal statement of career goals
 - Application form
7. Application packages must be received by March 1 of each year. The application package should be mailed to:

IAAP Gainesville Chapter
PO Box 141172
Gainesville, FL 32614

Finalists will be interviewed by the Chapter's Scholarship Committee. The recipient shall be notified by the end of the second week in April. Recipient will be announced publicly at the Chapter's Administrative Professionals Week ceremony held annually in April. The scholarship will be awarded for the following Fall and Winter quarters.

Please visit the Chapter's website, www.iaapgainesville.org, and IAAP's website, <http://www.iaap-hq.org/>, to learn more about IAAP and its mission.

APPLICATION FORM

(Please use additional sheets if necessary)

Name _____

Address _____

Phone Number _____

E-Mail Address _____

Major Area of Study _____

Anticipated Graduation Date _____

Do you intend to pursue a career as an administrative office professional?

- Yes No

Are you currently employed or have you been employed during the past year?

- Yes Full Time Part Time Not employed

If so, where and at what wage?

Annual Income _____

Number in Family _____

Describe extra-curricular activities and interests _____

Describe your participation in community organizations and leadership positions

I understand that this scholarship is to be used toward the procurement of an education leading toward employment as an administrative office professional. I certify that all the information submitted is true and correct.

Signature

Date