

Scholarship Application

Application due date: April 12, 2019



CHERYL STEINBACH MEMORIAL SCHOLARSHIP

1. NYALGRO will award up to two (2) full scholarships to cover the NYALGRO School registration and hotel accommodations package for two nights (*travel expenses not included*).
2. **DEADLINE** - All information must be received no later than Friday, April 12, 2019 by 5pm to be considered.
3. Award notification will be given via mail, e-mail or phone by Monday, April 22, 2019, 5pm
4. Refer to application process below for list of what to provide. Incomplete applications will not be considered.
5. Type or print legibly. Illegible applications will be returned to you.
6. If you have any questions about the application, please call Wendy McConkey (518)885-8995 or e-mail at WLM8@cornell.edu

PURPOSE

This annual scholarship was established in honor of Cheryl Steinbach who was the Town Clerk and RMO for the Town of Chautauqua, and past Treasurer and NYALGRO board member. Cheryl's commitment and dedication to records management issues provided a leadership example for all public servants, not just those involved in records management. The scholarship award is to be used toward the total cost of the annual NYALGRO school registration and hotel accommodations (*travel expenses not included*).

SCHOLARSHIP AWARDS

The Cheryl Steinbach Memorial Scholarship Committee awards scholarships on the basis of a comprehensive process. Areas that are reviewed by the committee include, but are not limited to the following: financial need, personal essay, and years in records management. The Cheryl Steinbach Memorial Scholarship pays scholarship funds directly to the hotel. The Cheryl Steinbach Memorial Scholarship is awarded without regard to race, color, ethnicity, gender or sexual orientation. Scholarships awarded are based upon qualifying criteria.

CRITERIA

- Applicants must be a member of NYALGRO and be in good standing by April 15 of each year.
- Applicant's government/agency will NOT be assuming the cost of expenses at the annual NYALGRO School.
- Applicant must NOT have been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years.

SCHOLARSHIP APPLICANTS MUST PROVIDE:

- Completed application form which must include applicant's and department head/elected official signatures
- Attached brief explanation stating your role in records management, what you hope to accomplish and/or learn at the school, and how attending the annual school will benefit you in the future.

Please send completed application and brief essay to:

Wendy McConkey, NYALGRO Scholarship & Award Committee Chair
CCE Saratoga
50 West High Street
Ballston Spa, NY 12020

Fax: (518) 885-9078

E-mail: WLM8@cornell.edu



CHERYL STEINBACH MEMORIAL SCHOLARSHIP APPLICATION

Application 2019 - this section must be filled out by applicant.

Please type or print. If application is illegible it will be returned to you.

Name _____ Title _____

Government/Agency _____

Address _____

Phone # _____ Email _____

Years in Records Management _____

Please answer the following questions:

- 1. Are you a member of NYALGRO in good standing? Yes No
- 2. Is your government/agency able to cover the cost of expenses for the annual NYALGRO School? Yes No
- 3. Have you been a Cheryl Steinbach Scholarship Award recipient within the last five (5) years? Yes No

STATEMENT OF ACCURACY

I hereby affirm that all the above stated information provided by me to the Cheryl Steinbach Memorial Scholarship Committee is true, correct and without forgery.

Signature of scholarship applicant: _____ Date: _____

This section to be filled out by Department Head/Elected Official

By signing below, I authorize that the expenses at the annual NYALGRO School by the above named individual will NOT be paid by the government/agency. I support this application.

Print Name Title

Signature Date

Please send completed application and attached brief essay to: Wendy McConkey, NYALGRO Scholarship & Award Committee Chair, CCE Saratoga, 50 West High Street, Ballston Spa, NY 12020
FAX (518)885-9078 or Email WLM8@cornell.edu