



## NAI Scholarship Policy

*(Amended by the NAI Board February 2015)*

### **Program Description**

Scholarship programs of various types are offered by the national, regional, and section units of National Association for Interpretation (NAI).

### **Purpose of Document**

This document provides guidance in administering and standardizing scholarship programs at all levels to adhere to guidelines recommended by the external auditor.

### **Scholarship Defined**

A scholarship is defined as any disbursement of funds to individuals through a competitive process for the purpose of attending NAI professional development opportunities.

### **Funds for Scholarships**

Scholarship funds are restricted by each NAI unit disbursing the funds. Each unit is responsible for determining an appropriate amount to be restricted for scholarships within its available treasury.

### **Scholarship Selection Requirements**

Each unit that provides scholarships is also responsible for providing a scholarship selection committee that must include at least three NAI members. Members of the committee, their employees and their immediate family members are not eligible for scholarship award while serving on the committee. Each unit is responsible for providing written criteria for scholarship awards. Region or Section contributions to the International Scholars Program are subject to the national office policies governing international scholarships, but region or section donors may add specific restrictions related to their region or section. All scholarship applicants must be NAI members at the time of application to be eligible.

### **Disbursement of Funds**

Registration costs for the event to be attended will be deducted from the overall scholarship amount and the remainder, if any, will be sent directly to the scholarship winner by check after attendance at the event is confirmed. Alternatively, at the request of the NAI unit, a check for the remainder made out to the scholarship winner can be sent to the unit's designee to be awarded at the event. In either case, a completed disbursement form for the total amount awarded must be completed and submitted to the NAI office (two forms will be required if the total amount awarded exceeds the cost of registration – one for payment to NAI for registration amount and one for payment to the individual for the remainder).

### **Expectations of Scholarship Recipients**

At a minimum, scholarship recipients are expected to present a program at the event for which the scholarship was provided, or write an article for the national, region or section newsletter about their experience.

### **Reporting Procedure**

Each unit will be required to submit the attached form to the national office within 30 days of the last day of the event for which the scholarship was awarded with all information provided as indicated on form.