WESTCHESTER LIBRARY ASSOCIATION

Professional Development Award

Advancing Your Library Career Through Local Support

INSTRUCTIONS

This award is designed to assist Westchester Library Association (WLA) members pursuing Professional Development activities and courses that will contribute to or enhance their performance in a library career.

Awards:

- WLA Professional Development Awards - Applicants may request up to $500.00 to attend a course, conference, program, workshop, etc. within the library and information science fields.

Examples of Professional Development:

- Attending conferences such as NYLA, PLA, ALA, International Reading Association
- An undergraduate or graduate class that will contribute to or enhance your library career
- Webinars and online courses

Eligibility:

To be eligible for the WLA Professional Development Award an applicant must:

- Be a WLA member in good standing AND not serve on the WLA Board
- Not won WLA Professional Development Award or Scholarship in the past three years
- All types of people in the library field are encouraged to apply whether you are a library science student, support staff, librarian, etc.

Terms of Award:

The Recipient Shall:

- Use the award money for the approved activity/course between June 1, 2021 and April 30, 2022.
- These scholarship funds are to be used for the sole purpose of tuition/registration costs related to the course/conference/program description submitted on the scholarship application. The total sum received from WLA and any other source of funding should not exceed the cost of your course or activity.
- Submit your completed reimbursement packet by the guidelines listed below. (see Reimbursement Procedures section below)

● If the recipient is unable to complete the terms of the award, he/she must notify the WLA Professional Development Committee and will forfeit the award.

Announcement of Winners:

WLA Professional Development Award Winners will be announced to the public at the WLA Annual Conference.

Application Process:

Please visit www.westchesterlibraryassociation.org for the award application form.

The application must include:

● An outline/professional description of the course, workshop, conference, or program for which you are seeking the WLA Professional Development Award.

● In an essay of no more than 1,000 words (double-spaced), describe your professional involvement with library service and state the purpose/benefits of your taking the course/workshop, or attending the conference/program you wish to attend. Include significant library experiences and your activities with any professional associations. Discuss how you see yourself as an active member of WLA now and in the future.

● One letter of professional reference.

Selection Process:

● The recipients of the WLA Professional Development Award shall be selected by the WLA Professional Development Awards Committee.

● The WLA Professional Development Awards Committee shall decide if an award is given. The decision will be made by late April and all applicants will be notified soon thereafter. The WLA Award Winners will be announced to the public at the WLA Annual Conference during the general membership meeting.

Deadline for Applications:

● ~~**April 16, 2021**~~ **Extended to April 28, 2021 (11:59pm)** - Application must be received by WLA via email: wlaawards@gmail.com or mail to:

Ms. Megan Fenton & Mr. Krishna Horrigan
WLA Professional Development
Bedford Hills Free Library
26 Main Street
Bedford Hills, New York 10507

Reimbursement Procedures:

● Award recipients will receive payment of the award monies only upon WLA's receiving the following Reimbursement Packet * :

1. Proof of successful completion of the course/conference/program.
2. Submission of receipts.
3. Summary Report -

    a. Summary Report - Share what you learned! Prepare a 1,000 word article on the course/workshop/program you attended with WLA Professional Development Award funds. Describe what you learned or found most interesting and how you or others could learn from or even implement relevant topics to their careers, workplaces, etc. This article will have the honor of being published in the WLA Newsletter!

* Please note: WLA will reimburse the scholarship winner directly and cannot reimburse his/her library/employer.

● You can submit your Reimbursement Packet between completion of award activity and April 30, 2022.

● Reimbursement Packet information must be received by WLA no later than April 30, 2022. Reimbursement Packet Info must be received by WLA via email @ wlaawards@gmail.com or mail to:

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