

# Tanner-Foster Scholarship Application Information

The Kansas Adult Care Executives is pleased to sponsor the Tanner-Foster Scholarship Program. KACE will award up to \$500 in scholarships to AIT students. A current KACE member must sponsor eligible applicants.

Applications for scholarships will be accepted in the KACE office postmarked by June 30 or hand delivered through **5:00 p.m., June 30**. Only one scholarship per AIT may be awarded each calendar year. The Tanner-Foster Foundation Board of Directors will review the scholarship applicants and recommendations will be sent to the KACE Board of Directors for final selection. Scholarship recipients will be notified prior to the annual convention.

The AIT must submit an application prior to taking the NAB exam. Applicants must complete the NAB exam within twelve months from the scholarship award for the funds to be distributed.

The applications will be judged on the following factors:

- ❖ **Requirements** - Applicants must include a letter of recommendation from the Preceptor, who is a KACE member; an Application for Tanner-Foster Scholarship Form; and a narrative from the AIT. Recommendations from the applicant's family members and/or relatives will not be accepted.
- ❖ **Scholarship Application Form and Narrative** - Applicants must submit a completed application to include a narrative testifying as to the need for financial assistance and desire to pursue or further her/his career as a Kansas Adult Care Home Administrator.
- ❖ **Incomplete Applications** – The scholarship selection committee will consider only applications that are submitted complete with attachments. Incomplete applications will not be reviewed and will be returned to the applicant.

**Enclosed are the following:**

- ❖ **Application Form** - The application form must be completed by the applicant, endorsed by the sponsoring member, and returned to the KACE office by the deadline.
- ❖ **Application Information Guidelines**

# Application for Tanner-Foster Scholarship

DATE:

## **PERSONAL DATA**

Name and Address of Applicant:

Name and Address of Sponsoring Member:

## **SCHOLARSHIP INFORMATION**

Anticipated Date of Completion of the NAB exam: \_\_\_\_\_

*I understand the final award of the scholarship is contingent upon my completion of the NAB exam. I will provide documentation that I have taken the exam.*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Applicant)

*Attach a letter of recommendation from the sponsoring Preceptor -- one page maximum. Also, attach narrative as described in the "Application Information".*

## **APPROVAL AND AGREEMENT BY SPONSORING KACE Member**

*This application is sponsored and approved by the named following sponsoring KACE member who agrees to maintain their membership in THE KANSAS ADULT CARE EXECUTIVES Association during the period of this award.*

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Sponsor)

# **Tanner-Foster Scholarship Application Information Guidelines**

1. Applications will be received in the KACE Office and all identifying information will be removed/covered before applications are forwarded to the Tanner-Foster Foundation Board for their recommendations.
2. The Tanner-Foster Foundation Board will meet before the last KACE Board meeting prior to the annual conference to make recommendations on the scholarship applications. This meeting may be held by electronic communication with the applications being sent to all Tanner-Foster Foundation Board members prior to the electronic communication.
3. At the last KACE Board meeting prior to the annual convention, a final selection will be made.
4. The scholarship recipient will be notified of the award prior to the annual convention, and, (s)he will be invited to attend the annual convention on the day of the award.
5. After the selection has been made, all applicants will be notified of the selection results.