



Arizona Society of Association Executives
IMPROVING THE COMPETENCIES OF ASSOCIATION PROFESSIONALS

LaDonna Courtney CAE Scholarship Fund

Information & Application

Purpose & History

The Arizona Society of Association Executives (AzSAE) established a scholarship program to provide association professionals financial aid for the training and expenses involved in obtaining their Certified Association Executive (CAE) designation. The CAE designation is coordinated through ASAE and the Center for Association Leadership (ASAE). In 2005, the fund was posthumously renamed to honor of past AzSAE President and Executive of the Year Award Recipient, LaDonna Courtney, CAE. Donations to the fund are accepted on a year-round basis and are dispersed bi-annually through an application and approval process.

Scholarship Use

Recipients will receive a percentage based on available funds (the AzSAE Scholarship Fund shall not have a fund balance below \$1,000) that may be used to be reimbursed for expenses related to the obtaining the CAE designation, including: development programs (study courses), exam fees, books or other approved expenses.

Eligibility

Financial aid is offered to all AzSAE members desiring to obtain the CAE who: 1) are a member in good standing; 2) are eligible to attain the CAE designation; and 3) will sit for the CAE Exam within the year in which the scholarship is awarded. Members that meet these requirements are invited to complete the AzSAE Scholarship Application and submit it to AzSAE on or before the posted deadlines.

Criteria

The scholarship will be awarded on the basis of merit and financial need, and will be considered by a judging panel of CAE's as appointed by AzSAE's president. Application will be held in strict confidence and will be viewed only by the panel of judges.

Important Dates

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|---------------------------------|-----------------------------|---------------------------------|-----------------------------|
| • Jan 15 | Scholarship Application Due | • Aug 15 | Scholarship Application Due |
| • Feb (2 nd Friday*) | CAE Application** Due | • Sep (2 nd Friday*) | CAE Application** Due |
| • May (1 st Friday*) | Spring Exam | • Dec (1 st Friday*) | Winter Exam |

**This date is set by ASAE – it is typically on the 2nd Friday; however it is subject to change without notice.*

***This application is available from ASAE – www.asaecenter.org.*

Scholarship Application

Candidates may complete the application online at www.azsae.com (click on Career Center). Along with basic information, the following items will be required:

- Completed CAE Application (available from ASAE – www.asaecenter.org). *Please submit a copy only – the original should be sent to ASAE.*
- Applicant's Resume (including current position, experience, education, and professional affiliations).
- Estimation of Expenses and Other Sources of Funding (i.e. amount that the applicant's association will be paying toward the certification process).
- A statement of how the applicant feels obtaining their CAE designation will benefit them and the association community.