

# NETWORK *Birmingham*, Inc.

## 2009 PROFESSIONAL AWARD *APPLICATION FORM*

### Award Criteria:

This award is designed to provide funding for a Network member to enroll in a course or attend a conference. The award shall not exceed the lesser of \$500 per individual or the face value of the course or conference plus books and fees. (Complete guidelines are available at [www.networkbham.org](http://www.networkbham.org).)

Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Marital Status: \_\_\_\_\_ No. of Dependents: \_\_\_\_\_

Current Employer: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Your Title: \_\_\_\_\_

OK to contact employer regarding this award?: \_\_\_\_\_

**EMPLOYMENT:** (If more space is needed, use an additional sheet.)

<u>Employer</u>	<u>Position</u>	<u>Responsibilities</u>	<u>Dates To/From</u>
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\_\_\_\_\_

**PURPOSE OF AWARD REQUEST:** (If more space is needed, use an additional sheet.)

\_\_\_\_\_

\_\_\_\_\_

**HOW IT WILL ENHANCE YOUR CAREER:** (If more space is needed, use addl.

sheet.) \_\_\_\_\_

\_\_\_\_\_

**WHEN YOU WOULD SCHEDULE THE COURSE/CONFERENCE:** \_\_\_\_\_

Your Leadership Positions, Club Memberships, Community Service and Honors: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Information You Consider Important: \_\_\_\_\_

I fully understand that, in order to be eligible for the Professional Award, I must complete this Application in full and meet all of the requirements as outlined under the Guidelines of this Award. I understand that any information provided in this application will be kept in strict confidence. I also understand that if selected for the Award, I must produce proof of participation and cost to the Professional Award Selection Committee within one month of completion of coursework/seminar. Failure to do so will result in full restitution of Award to Network Birmingham, Inc. I grant permission to the Professional Award Selection Committee and Network Birmingham, Inc. to issue press releases regarding the promotion of this Award wherein my name might be included.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In order to be considered for the Network Birmingham, Inc. Professional Award:*

- 1) *Please attach a brief (less than one page) statement of purpose for applying for the award.*
- 2) *Also include information on coursework or seminar for which award will apply.*
- 3) *At least two recommendations from persons who know you well must be sent in support of this application. (See Recommendation Forms.)*

**Send completed form to:**

**Donna Sisson ♦ Context Resource Management ♦ 3724 Cumberland Trace, Bham 35242  
Donna@ContextResourceManagement.com ♦ 205.585.7766**

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OFFICE USE ONLY:

Complete: \_\_\_ Yes \_\_\_ No    Criteria Met: \_\_\_ Yes \_\_\_ No    Date: \_\_\_\_\_

\_\_\_\_\_  
Signatures/Vice President

\_\_\_\_\_  
Awards Chairman.

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REVIEW COMMITTEE: (rate on a scale of 1-5, with 5 being highest possible score)

F \_\_\_\_\_ I \_\_\_\_\_ V \_\_\_\_\_ P \_\_\_\_\_ R \_\_\_\_\_ SCORE: \_\_\_\_\_

Signatures of Professional Award Selection Committee and Date Completed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GUIDELINES FOR PROFESSIONAL AWARD

1. The Professional Award Selection Committee shall have the following members: Vice President, Membership Chairman, the Treasurer, the Awards Chairman, and one member at large. If a Selection Committee member applies for the award, the President-Elect will be a substitute on the Selection Committee.
2. An award does not have to be given every year.
3. The Professional Award shall not exceed \$500 per individual and shall represent the face value of the course or conference plus books and fees. Application should be made only if funds from third party sources are not available for this course.
4. Checks for the Awards shall be made directly payable to the sponsoring organization. If the recipient does not complete the course or conference, she must reimburse Network Birmingham.
5. The Award shall not be considered as a member benefit but as a membership service; therefore, the Award is open only to members and not the families of members.
6. A right to rescind or revoke the Award shall be retained by the Board.
7. An applicant shall be considered favorably if the following criteria are met:
  - a. Applicant is a dues-paying member in good standing of Network Birmingham and application for the Professional Award is made after the member has celebrated a one-year anniversary with Network Birmingham.
  - b. The course or conference is perceived to have value in enhancing the career of the member or benefiting Network Birmingham in some way.
  - c. The complete application is submitted within the appropriate time as follows:

For Awards to be presented at the September meeting: An application deadline of August 15.



3. Your observations of applicant's past academic, professional or civic history.
  
4. Your opinion of applicant's ability to achieve educational goals and requirements.
  
5. Your assessment of applicant's career potential.
  
6. Any other details that might be helpful to the Professional Award Selection Committee

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Signature

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Date