Wisconsin Valley Library Service

Carol Ruth Wessler Memorial Scholarship

**Purpose**

The moneys in this fund are to be invested as a special fund, the earnings of which are to be disbursed for the purpose of providing financial assistance for continuing education opportunities in the areas of reference, referral and interlibrary loan services for personnel employed by WVLS libraries.

As long as the applicant can describe how their attendance is likely to improve their ability to perform the reference/referral and interloan tasks currently assigned to them, their application will be given serious consideration by the WVLS Board of Trustees and/or its Executive Committee. Topics which could be considered for Wessler funding might include (but are not limited to) the following: reference skills, reference materials, referral patterns, interloan procedures/protocols, collection development, book selection, personal improvement such as how to communicate more efficiently, supervisory skills, office efficiency, most internet and computer skills sessions, space studies in current or new facilities, etc.

**Disbursement of Funds**

The WVLS Board of Trustees or its Executive Committee shall have full discretion as to who is to be the recipient of Wessler Funds and as to the procedures employed for application of said funds.

**Application Procedures**

Applications may be submitted at any time. Applicants are cautioned to apply early enough to allow the Board/Executive Committee time to act in accord with these procedures. Application forms will be provided, upon request, to interested applicants. These forms will request the following information:

1. Name, address and position of applicant
2. Name of applicant’s employer
3. Copy of continuing education activity announcement
4. Statement explaining what the applicant expects to gain from attendance at the activity and how he/she plans to make use of the information learned
5. Statement of the amount of scholarship money being requested and exactly what it will be used for.

**Eligibility**

Prior to release of funds, the applicant and WVLS will be expected to sign an agreement indicating:

…that the applicant understands that he/she will pay for the continuing education activity first and that the Wessler scholarship award will be a reimbursement.

…that the applicant understands that he/she will be expected to file a written report of the activity with the WVLS administration within thirty calendar days of attending the activity.

…that the applicant understands that he/she must furnish a copy of all applicable receipts and/or bills.

…that the applicant is willing to share what he/she learned with others in the system area. This “sharing” might be accomplished by the inclusion of their written report in the “WVLS Blog”; allowing system staff to send people with questions on that subject to the people who have attended that meeting; speaking at system workshops, etc. … whatever seems appropriate.

This agreement will also state the responsibilities of the WVLS Board and Executive Committee in regard to this scholarship program.

**Board/Executive Committee**

The WVLS Board of Trustees or its Executive Committee will act as the review committee for all scholarship applications.

The Board/Executive Committee will take action on scholarship applications at regularly scheduled monthly meetings.

The WVLS Board/Executive Committee will decide whether to fund the total request, part of the request, or none of the request and will notify applicant of its decision, and reason/s for same, within two weeks following the Board or Executive Committee meeting at which the action was taken.

**Disposition of Scholarship Funds**

Gifts made to the scholarship fund will be invested in an appropriate manner to earn as much interest as possible for periods of up to one year.

Once each year, the investment earnings (interest) will be withdrawn from the investment account and deposited in a separate account to provide immediate and on-going access to these scholarship earnings throughout the year. At the discretion of the WVLS Board/Executive Committee, any or all of the scholarship funds may be reinvested with the principle.

**Changes in Scholarship Application Procedures and Regulations**

While every effort will be made to keep the application procedures and regulations as uncomplicated as possible, the WVLS Board of Trustees retains the right and responsibility to alter these procedures and regulations as experience with this program and availability of funding dictate. Any significant changes will be announced on the WVLS website @wvls.org**.**

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Carol Ruth Wessler Scholarship

Application

1. Applicant Information:
   1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. Fax:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   7. Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Please attach a copy of the announcement of the activity for which you are requesting Wessler Scholarship funds.
3. Using your own words, please explain the following: (Use additional sheet, if necessary.)
   1. What you expect to learn or gain from attending the activity cited in #2 above.
   2. How you plan to make use of the information you learn in your daily employment.
4. Please indicate the amount of scholarship money you are applying for and explain exactly how it will be used.
5. Read and sign the “Agreement” listed below.

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Agreement

**Responsibilities of Applicant:**

1. Request Wessler Scholarship application and general information from the Wisconsin Valley Library Service website @wvls.org.
2. Complete and submit the application early enough to allow the WVLS Board/Executive Committee time to act in accord with the procedures as outlined on the “General Information” or “Agreement” sheets which are a part of the application packet.
3. The applicant understands that, prior to release of scholarship funds, (1) he/she is expected to pay first for the activity; (2) the scholarship award will be a reimbursement; (3) he/she is expected to submit a written report of the activity to WVLS office within thirty calendar days of attendance; and (4) include copies of receipts which document expenses for this activity with your written report.

**Responsibilities of WVLS:**

1. Send scholarship application forms and general information upon request.
2. Review applications at regular monthly Board/Executive Committee meetings and announce decisions to applicants within two weeks of any meeting at which the scholarship action is taken.
3. Release the scholarship award to the applicant within thirty calendar days of receipt of the applicant’s written report AND applicable receipts.
4. Announce that the applicant has attended the event as a “Wessler Scholar” and that the applicant is willing to respond to questions about the activity from other library staff in the WVLS area.

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as an applicant for scholarship

(Signature of applicant)

funds from the Wessler Memorial Scholarship Fund, have read the scholarship fund information, and I hereby agree to abide by the applicant responsibilities set forth in this agreement.

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

(Date)

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(Signature of WVLS Board President) (Date)

*Updated 7/2014*