

**OREGON ASSOCIATION FOR COURT ADMINISTRATION  
PETER KIEFER SCHOLARSHIP PROGRAM**

**I. PURPOSE**

The OACA Scholarship Program is intended to demonstrate and promote the organization's commitment to improving judicial administration in Oregon by providing financial assistance to members for education in court administration.

**II. AMOUNT AND NUMBER OF AWARDS**

1. A total annual pool of \$1,500 is available to be awarded.
2. The number of awards each year will be determined by the OACA Board of Directors (Board) upon recommendation of the Education Committee.
3. If the whole \$1,500 is NOT expended in one year, the remaining amount shall revert to the general fund.

**III. ELIGIBILITY CRITERIA**

1. Applicants must be members of OACA.
2. Applicants may **not** be members of the Board.
3. Applicants must demonstrate financial need, documented by a written statement.
4. Applicants must include a full accounting of the cost of the proposed education program(s) and other sources of funds sought to cover the full cost.
5. Applicants shall submit a written statement of court employment background, future career goals and how the proposed education will benefit their current work and their career.

**IV. SELECTION OF RECIPIENT**

1. Method
  - a. The OACA Education Committee will oversee the administration of the program.
  - b. Application forms are available from the OACA Education Vice President and should be submitted to the "Peter Kiefer Scholarship" C/O the Education Vice President. All identifying references to the applicant will be removed and an ID number will be affixed to each application, and copies will be made for the Education Committee members.
  - c. The chairperson of the Education Committee shall call a meeting of the Committee to review and recommend the allocation of the awards to the Board based on the criteria below.
    - i. All meritorious applications will be awarded some level of support as long as the amount of the awards will be helpful to the applicants.
    - ii. The size of individual awards will be determined by the Board depending on the number of meritorious applications in a given year.
  - d. Determination of the priority for awards will be determined by the Board. Higher priority will be given to applications from members who:
    - i. have not received previous awards;
    - ii. provide convincing evidence of relevance of the proposed education to the work of the applicant;
    - iii. demonstrate evidence of personal commitment of time and money to support their education; and
    - iv. demonstrate evidence of the support of their court for their education.
2. Timetable
  - a. Applications shall be taken between January 1 and March 15. The awards will be made by and announced at each Spring Conference. Checks shall be available immediately thereafter.
  - b. Applicants will be notified of the Education Committee's decision.

**V. POST-AWARD REVIEW**

1. After the award is used, each scholarship recipient shall be required to submit proof of attendance (via a certified transcript or certificate of attendance) at courses for which the award was made, and a statement of how the money was actually spent. Such proof shall be submitted to the Treasurer and Education Committee Chairperson within 90 days

after the money is used. If a recipient does not use the entire award, the remaining balance must be refunded to the OACA Treasurer at that time.

2. The Education Committee shall annually review the program and recommend its continuation, modification, or elimination to the Board prior to the annual OACA Business Meeting.

3. Each scholarship recipient must agree to present or assist with an OACA conference session on the topic of the educational program attended (at the discretion of the Board).