

# **VENDOR HARDSHIP SCHOLARSHIP INFORMATION**

Every year at the Fall conference OACA has a group of vendors who come to show us their services and products and meet Oregon's court professionals. We charge a fee for their attendance and encourage them to sponsor breaks and provide binders and totes, and host the Hospitality Suite for an evening. The fees for the vendor show are placed in a special fund for providing funding support for OACA members who want to attend the conferences but lack sufficient funds from their court or organization. We encourage OACA members to apply for the funds, if they truly need them, to attend the excellent training provided at conferences.

There is no set limit to the amount that can be requested by any one person but the funds go only for actual expenses for attending the conference. The amount that is given to any person is determined on the amount available from last year's vendor fees and the number of applicants requesting funds. All requests must be made on a Vendor Scholarship application (provided in this issue of The ECHO to copy or on the OACA web site: [www.oaca.org](http://www.oaca.org)) and must be submitted on or before the due date printed on the application for the conference for which support is requested.

The following is from the Vendor Hardship Scholarship's official description:

Selection criteria and process:

An applicant must be an active OACA member to receive an award and may not be a current OACA Board member.

An applicant shall have a demonstrated financial need, documented with a written statement of why the applicant feels he/she needs OACA's financial assistance to attend the conference. This statement shall include a description of the proposed cost to attend the conference.

An applicant shall submit a written statement as to why he/she wants the scholarship, why he/she deserves it, for what the award will be used, and a brief narrative of his/her background and future career goals.

The proposed use of the award must be related to furthering the applicant's skills in court administration.

Priority will be given to new applicants, although repeat awards may be given if insufficient numbers of new, qualified applications are approved.

Each scholarship recipient shall be required to submit proof of attendance to the conference by submitting the OACA Certification Course Credits form showing that conference classes were attended within all allotted time slots. Such proof shall be submitted to the Board within thirty (30) days after the money is used. Failure to show proof or failure to attend all sessions will result in reimbursement to OACA. If a recipient does not use the entire award, he/she is required to refund the remaining balance to the OACA Treasurer at that time.

**SEE APPLICATION ON PAGE**