



To: FSAE Association Executive Members

From: Al Pasini, CAE, 2010 FSAE Foundation Chair

Re: FSAE Foundation Professional Development Awards

The FSAE Foundation has designed a universal Professional Development Award Application. Please review the following choices, select the award for which you are applying, and make sure your completed application is received at the FSAE Foundation by the listed deadline.

***A detailed list of the awards, criteria and point system is listed on the last page.**

MY CHOICE Mark one	SPONSOR/ AWARD	APPLY BY	USE OF AWARD	STATED CRITERIA
	Hyatt Hotels 8 awards @ \$500 each	04-01-10	Choose one: <input type="checkbox"/> FSAE Annual Conference <input type="checkbox"/> ASAE/FSAE education program <input type="checkbox"/> CAE or CMP study group <input type="checkbox"/> Other approved association management program	Must be a current FSAE executive member. If used towards the FSAE Annual Conference, must work <i>at least one 2- hour shift</i> during the Silent Auction
	Marriott & Renaissance 10 awards @ \$335 each	04-01-10	FSAE Annual Conference	2 nd , 3 rd , 4 th tier current FSAE association employee (employee other than the Chief Staff Executive), must work <i>at least one 2- hour shift</i> during the Silent Auction at the Annual Conference
NOT AVAILABLE	Regions-Bank 5 awards @ \$100 each	04-01-10	Online or classroom course in association management at Tallahassee Community College	Any employee of a current FSAE member association
	FSAE Foundation: CAE or CMP 4 awards @ \$1,000 each	04-01-10	Fees, class, materials to prep for CAE or CMP exam *(recipients must use funds within 12 months of receiving the award)	Must be a current FSAE Executive or Associate Member *See eligibility criteria on last page.
	Al Campbell Award 2 awards @ \$ 350 each	04-01-10	FSAE Annual Conference	Must be a current FSAE Member AND Must have been a <u>past</u> FSAE Board of Director or FSAE Foundation Board of Trustees Member or Associate Directors at Large.

NAME _____ TITLE _____

ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE _____

FAX _____ E-MAIL _____

Please fill in the blanks below (attach a separate page if you need more room)

1. I have been in the association profession for _____ years and at my current association for _____ years.
2. Professional designation(s) and award(s) that I have received: _____
3. I have been a member of FSAE since _____.
4. My job responsibilities include

5. _____ My resume is attached to this application (optional but recommended)
6. My association management education includes the following completed programs/courses:

7. My volunteer service to FSAE and the FSAE Foundation includes: _____

8. ____ Yes, I contribute to the FSAE Foundation.
9. I have donated _____ years to the Foundation. (How many years?)
10. Please list Volunteer Experience on an FSAE or Foundation Committee (current and past):

11. Other association and/or community service includes (current and past):

12. Receiving this award will help advance my career because

13. I believe I should be considered for this award because

14. I plan to share the knowledge I gain from this education opportunity. I will:
____ Write an article for *Source Magazine* ____ Volunteer on an FSAE or Foundation Committee
____ Conduct a program at an educational conference ____ Help mentor CAE/CMP candidates
Other ways I will share _____

SPECIAL ITEMS FOR PARTICULAR AWARDS (Complete as necessary)

HYATT – If Award is used towards the Annual Conference, I agree to work *at least one 2- hour shift* during the Silent Auction. ___Yes ___No (if no, please attach document describing why you will be unable to participate)

MARRIOTT/RENNAISSANCE – I agree to work *at least one 2- hour shift* during the Silent Auction. ___Yes ___No (if no, please attach document describing why you will be unable to participate)

~~REGIONS BANK— Please attach the TCC course description.—~~

I certify in making this application that:

1. The statements on this application are true and correct.
2. I am eligible for this professional development award because I will not be reimbursed for fees, expenses, or exam costs by my employer.
3. My intent is to remain in association management for at least two years upon completion of this program. If I do not, I will reimburse the FSAE Foundation for the full value of the award.
4. I will attend the approved program in 2010 or sit for the certification exam within 12 months of receiving the award.
5. I understand that the award must be used in 2010 (or within 12 months of receiving the award) and that I will not be eligible to apply for any FSAE Foundation Professional Development Award for 2011. (and that also means that if you received any award in 2009, then you are not eligible for any award in 2010)
6. If I fail to abide by the above pre-requisites, I understand I will not be eligible for future FSAE Foundation Professional Development Awards.

Signature _____ **Date** _____

HOW TO SUBMIT THIS APPLICATION:

All materials must be received at the FSAE Foundation by the announced deadline.

ATTENTION Hester Ndoja, CAE

By fax: 850-222-6350

By e-mail: hester@fsae.org

By mail: FSAE Foundation * 2410 Mahan Dr., Suite 2 * Tallahassee, FL 32308

For additional information or specific questions related to professional development opportunities, contact Hester Ndoja, CAE at 850-702-0944 or hester@fsae.org

FSAE Professional Development Award Criteria

CAE or CMP Awards: This Professional Development Award is designed to assist an association professional in gaining the American Society of Association Executive (ASAE) designation of Certified Association Executive (CAE) or the Convention Industry Councils (CIC) designation of Certified Meeting Planner (CMP). The FSAE Foundation provides financial awards to help recipients cover the costs of the application fee, study class registration, and the standard CAE or CMP study materials. The selected recipient must use the award within 12 months of the receipt of the award. Award can be used as reimbursement for fees associated with CAE or CMP application fees incurred from Jan 1 until in receipt of award. Repayment of the financial award is required if the recipient leaves the association management field within one year of receiving the award or fails to provide appropriate proof of award use. This award is available to any current FSAE Executive or Associate Member that meets the eligibility criteria.

Hyatt or Marriott/Renaissance Award: This Professional Development Award is designed to assist an association professional in gaining professional development through education or training at the FSAE Annual Conference (Hyatt or Marriott/Renaissance Award) or in the process of obtaining their CAE or CMP designations (Hyatt Award Only). These awards are offered to assist recipients cover the costs of the registration fee, study materials, or travel expenses in getting to the FSAE Annual Conference. The selected recipient must use the award within 12 months of the receipt of the award. Award can be used as reimbursement for associated fees incurred from Jan 1 until in receipt of award. Repayment of the financial award is required if the recipient doesn't use within the award year or fails to provide appropriate proof of award use. The Hyatt Award is available to any current FSAE Executive Member. The Marriott/Renaissance Award is available to any 2nd, 3rd, or 4th tier current FSAE Association Executive Member (*such as VP, COO, Director, HR, etc...; an employee other than the Chief Staff Executive*).

Al Campbell Award: (for Past Board Members Only) This Professional Development Award is designed to assist a past FSAE Board Member or FSAE Foundation Trustee in gaining professional development through education or training at the FSAE Annual Conference. This award is available to any current FSAE Member that has also served in the past as an FSAE Board Member or FSAE Foundation Trustee Member. *This Award is available to past Associate Directors at Large. The selected recipient must use the award within 12 months of the receipt of the award. Award can be used as reimbursement for associated fees incurred from Jan 1 until in receipt of award. *Award amount may vary from year to year.*

~~**NOT AVAILABLE - Regions Bank Award:** This Professional Development Award is designated to assist an association professional in gaining education through online or classroom courses in association management at Tallahassee Community College. It is open and available to any employee of a current FSAE member association. The selected recipient must use the award within 12 months of the receipt of the award. Award can be used as reimbursement for associated fees incurred from Jan 1 until in receipt of award. *Award amount may vary from year to year.*~~

Eligibility Criteria:

1. Must complete the Professional Development Awards Application
2. Must be a current FSAE member
3. Did not receive **any** award from the FSAE Foundation in 2009
4. Cannot be a current member of the FSAE Board of Directors, FSAE Foundation Board of Trustees, or the Professional Development Awards Committee.
5. Must meet the eligibility requirements of ASAE or CIC (for CAE or CMP Awards only)
6. Must be involved in the Association Profession for *at least 5 years*
7. Cannot be reimbursed for fees, expenses, or exam costs made by my employer

Criteria Points Structure:

1. Number of years as an FSAE Member: **1 point for each year; Max 10**
2. Number of years as an FSAE Foundation Contributor: **1 point for each year; Max 10**
3. Number of years in the association profession: **1 point for each year; Max 10**
4. Association Management Educational Courses: **1 point for each course listed; Max 10**
5. Volunteer Experience on an FSAE or Foundation Committee: **2 points for each Committee listed; Max 10**
6. Other community – based volunteer activities: **1 point for each; Max 10**
7. If you have received an FSAE Professional Development Award in past years: **-5 points (minus 5 points); per year awarded within the past 5 years**