



**International Association of  
Administrative Professionals®**

435120 • Birmingham Chapter • Birmingham, Alabama • [www.iaap.net/al/bham](http://www.iaap.net/al/bham)

Sandy Short CPS/CAP  
Scholarship Chair  
Bevill State Community College  
PO Box 800  
Sumiton, AL 35148  
E-mail: [sshort@bscc.edu](mailto:sshort@bscc.edu)

January 10, 2009

Dear Professor, Administrator, or Educator:

The Birmingham Chapter of IAAP (International Association of Administrative Professionals) will be awarding a \$1,000 scholarship to one college student for the 2009-2010 academic year at the recipient's college.

The prospective recipient must meet the following minimum guidelines:

- A minimum GPA of 2.5
- Must be currently studying a business-related field (business administration, accounting, computer science, office administration, etc.)
- Must include a one-page essay, a reference letter, and a college transcript when sending in the application.

The deadline for returning the application is **February 10, 2009**. At that time, a committee will review all applications and choose the top three. From those three applicants, the committee will conduct an interview with each. When the recipient is chosen, I will contact the student and make arrangements for the scholarship to be awarded.

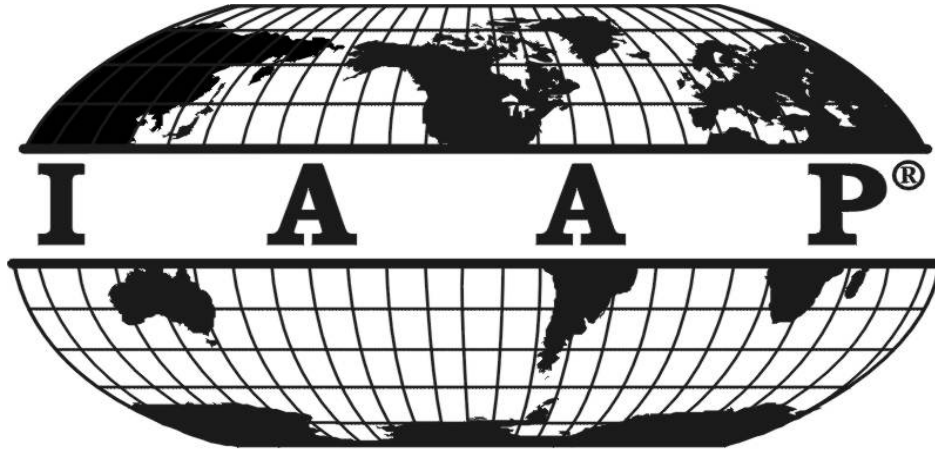
If you have any questions or need any additional information, contact me at work at 205-648-3271 ext. 5204 or by e-mail at [sshort@bscc.edu](mailto:sshort@bscc.edu). Thanks so much—we look forward to receiving your students' applications.

Sincerely,

Sandy Short CPS/CAP  
Scholarship Chairperson  
IAAP, Birmingham Chapter

Attachment: Scholarship Application

**2009**  
**Collegiate Scholarship Application**



**International Association of**  
**Administrative Professionals®**

**Birmingham Chapter**

**Applicant:**

Please send the completed application and other  
required attachments (see page 2) to:

**Sandy Short CPS/CAP**  
**Bevill State Community College**  
**PO Box 800**  
**Sumiton, AL 35148**  
**(205) 648-3271 ext. 5204**  
**sshort@bscc.edu**

**Must be received by:**  
**February 10, 2009**



In what out-of-school activities have you been actively involved—i.e., charities, religious organizations, leadership organizations, other volunteer organizations, etc.?

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Do you have a job while attending college? If so, where are you employed, what is the average number of hours worked per week, and what are your responsibilities?

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**All of the information on this form is true and complete to the best of my knowledge.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please include the following items when returning the application:**

**One Full Page Essay—Typed**

Describe your educational objectives and how you decided on these goals.

**Recommendation Letter**

Attach a letter of recommendation from an instructor, school official, or community leader commenting on the applicant’s demonstrated ability in academic accomplishments and/or extracurricular activities, dependability, moral character, and leadership.

**College Transcript**

Attach a copy of the applicant’s most recent college transcript.