



JON KOEHLER MEMORIAL SCHOLARSHIP APPLICATION

Name _____

Store Name _____

Institution Served _____

Street Address _____

City _____ State _____ Zip _____

Email: _____

NCBA Seminar/Meeting _____

Registration fee \$ _____

Lodging \$ _____

Travel \$ _____

(Award will be up to \$500) Total \$ _____

Applicant's Signature _____

Statement by supervisor explaining need for financial assistance:

I recommend the above person for financial assistance. I believe that he/she is interested in a career of college store service and would benefit by attendance. I certify that the institution will grant time with pay for attendance, and that the funds requested are not otherwise available.

SIGNED _____

Name/Title/Date

1. This form requires the signature of the store manager, or, in the event that the request is for the manager, his/her supervisor.
2. Mail or fax the completed application to the president of NCBA (see address below) prior to the opening date of the event.

NCBA Guidelines For Scholarships

The NCBA Executive Board has adopted the following rules governing the award of financial assistance to attend NCBA Seminars, NCBA Meetings, and NCBA/NACS Co-Sponsored Seminars.

1. Financial Assistance is granted from the Northwest College Bookstore Association.
2. Applicants employed by a member college store may request financial assistance.
3. The completed application for financial assistance must be received at the Office of the NCBA President prior to the opening date of the seminar or meeting.
4. Only one individual per store may be granted assistance. No store will be granted more than one award within any 22 month period.
5. The maximum award for each seminar or meeting will be established by the Executive Board.
6. In the event that the number of qualified applicants exceeds the funds available, preference will be given to need, prior awards, and date request was received.
7. Financial assistance granted will be decided by the President and Immediate Past President.
8. Applicants should register for the meeting and include the required fees.

Please send requests to:

Don Beckman
The Willamette Store
Willamette University
900 State Street
Salem, OR 97301
Fax: 503-375-5466
Phone: 503-375-5325

The scholarship recipients need to submit a list of their expenses with copies of the corresponding receipts to the NCBA Treasurer within four (4) weeks of the meeting/conference in order to get reimbursed for up to the amount of the scholarship:

Treasurer:

Cathy Scott
Spokane Community College Bookstore
MS# 2060, 1810 Green Street
Spokane, WA 99217-5399
Phone: 509-533-7085
Fax: 509-533-8835