



**JON KOEHLER MEMORIAL SCHOLARSHIP APPLICATION**

Name \_\_\_\_\_ Email: \_\_\_\_\_

Store Name \_\_\_\_\_

Institution Served \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

NCBA Seminar/Meeting \_\_\_\_\_

Registration fee .....	\$ _____
Lodging .....	\$ _____
Travel .....	\$ _____
(Award will not exceed \$600)	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 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. If the application is granted, the NCBA Secretary/Treasurer will process a refund check.

**Please send requests to:**

**Laurie Bales**  
Portland CC Bookstore  
12000 SW 49<sup>th</sup> Avenue  
Portland, OR 97219  
**Fax:** 503-977-8030  
**Phone:** 503-977-4307  
lbales@pcc.edu