



## **FRIENDS OF CTLS**

### **2011 TEXAS LIBRARY ASSOCIATION CONFERENCE STIPEND APPLICATION GUIDELINES**

The Friends of CTLS is pleased to offer three (3) stipends of \$500 to cover the cost of registration and conference expenses for the 2011 TLA Annual Conference. This award will go to a librarian or paraprofessional who works at a member library of Central Texas Library System, Inc. The purpose of the FOCTLS Conference Stipend is to provide a means for supporting participation in the TLA Annual Conference and advance professional development.

#### **ELIGIBILITY REQUIREMENTS:**

- Recipient must be a member of the Texas Library Association, may not use part of the stipend to join TLA.
- Recipient must be employed as a librarian or paraprofessional in a public library that is a member of Central Texas Library System, Inc.
- Recipient must submit a completed application form, a letter of recommendation from supervisor on or before March 22, 2011.
- Recipient must agree to staff the CTLS/FOCTLS booth for 2 hrs during the conference.

**DEADLINE:** Application and letter of reference received by March 22, 2011 before 5 pm.

Submit to:

Alayne Fuller-Ramsden, Chair, FOCTLS Conference Stipend Committee  
Central Texas Library System, Inc.  
1005 West 41<sup>st</sup> Street, Suite 100  
Austin, Texas 78756

**TIMELINE:** The FOCTLS Conference Stipend Committee will use the following timeline as a guide for its work.

**March 22:** Deadline for receipt of application. Include name, address, position, CTLS library and a brief detail of why applicant feels he/she will benefit from attending the TLA conference. Prior attendance does not disqualify applicants. Financial needs will be considered.

**March 26:** Committee members will review applications and choose the recipients. All applicants will be notified of the results of their application. Notification will be sent to the winner and to the employer of the winning applicant.

Awardees must submit proof of registration and attendance to Treasure by May 1.

**EVALUATION OF APPLICANTS:**

FOCTLS Conference Stipend Committee members will use the following guidelines that are listed in priority order with the most important first.

1. The applicant demonstrates interest in professional development.
2. The applicant shows commitment to libraries (TLA membership, attendance at district meetings, member of FOCTLS etc.).
3. Applicant's willingness to work at the CTLS/FOCTLS booth during the conference.
4. The applicant states why they want the stipend and how they will use what they learn.
5. The applicant submits a letter from her/his supervisor demonstrating that the employee has permission to attend TLA if awarded the stipend.
6. Receipt of stipend will permit the applicant to attend the conference if otherwise financially unable to attend.

Committee members will not vote on applicants from their own library.

**FUNDS:**

A check in the amount of \$500 will be given to the stipend winner prior to the TLA Annual Conference. The FOCTLS Conference Stipend Committee Chair will notify the FOCTLS Treasurer to send a check to the stipend winner.