



FRIENDS OF CTLS 2009 TEXAS LIBRARY ASSOCIATION CONFERENCE STIPEND APPLICATION GUIDELINES

The Friends of CTLS will award a stipend of \$500 to cover the cost of registration and conference expenses for the 2009 TLA Annual Conference for 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 encourage TLA membership and provide a means for supporting participation in the TLA Annual Conference.

ELIGIBILITY REQUIREMENTS:

- Recipient must be a member of the Texas Library Association, or use part of the stipend to become a member of 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 reference, and written acknowledgment from supervisor on or before February 28, 2009
- Recipient must submit a brief report evaluating the conference, stating whether it fulfilled expectations, and what was learned that can be used in the recipient's library. Report must be written and submitted to the FOCTLs Conference Stipend Committee Chair within 30 days of the end of the conference

DEADLINE: Submit application and letter of reference postmarked by February 28, 2009 for the 2009 conference. Submit to:

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

TIMELINE: The FOCTLs Conference Stipend Committee will use the following Timeline as a guide for its work.

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| February 28: | Deadline for application postmark. |
| March 6: | Committee members will review applications and choose the recipient. |
| March 6: | All applicants will be notified of the results of their application submission. Notification will be sent to the winner and to the employer of the winning applicant. |
| May 4: | Stipend winner will send conference report to FOCTLs Conference Stipend Committee Chair 30 days after the final date of TLA Annual Conference. |

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, etc.).
3. The applicant states why they want the stipend and how they will use what they learn.
4. The applicant submits a letter from her/his supervisor demonstrating that the employee has permission to attend TLA if awarded the stipend.

An attempt will be made over the years to award stipends to applicants from all parts of the System and from all sizes of libraries.

FOCTLS Conference Stipend Committee members will rank applicants on a scale of 100. In the event of a tie, the Chair will re-poll the Committee for new rankings. Committee members will not vote on applicants from their own library.

FUNDS:

An 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.