

Virginia Business and Professional Women's Foundation

Louise Whitman Foreign Study Fellowship Award Application



INSTRUCTIONS TO APPLICANTS

Please read these instructions carefully. Be sure you meet all eligibility criteria. Fellowship applications must be post-marked by **April 1** and mailed to:

Louise Whitman Foreign Study Fellowship Chair
Virginia Business and Professional Women's Foundation
P. O. Box 4842
McLean, VA 22103-4842

Recipients will be notified by June 30.

PURPOSE OF THE FELLOWSHIP: The Louise Whitman Foreign Study Fellowship is intended to provide a means for sending businesswomen to foreign countries to study the business conditions, with particular reference to the status of women.

AMOUNT OF THE FELLOWSHIP: Awards are based on the amount of funds available and the recipients' funding requirements. Travel expenses, including transportation, lodging, and meals to local organizations and regions for the first twelve months following return to the United States will be paid by the Foundation. For the second twelve months, only transportation expenses will be paid by the Foundation.

ELIGIBILITY CRITERIA: Each applicant must:

- Submit a completed official application form postmarked by April 1
- Be a member in good standing of BPW/VA for at least three (3) years
- Not be a Virginia BPW Foundation Trustee, or related to a Trustee
- Be a citizen of the United States
- Be endorsed by the local organization to which dues are paid
- Be willing to speak to BPW local organizations and regions upon request for a period of twelve months and on an as time permits basis for an additional twelve months following return
- Be willing to report in full to the next BPW/VA State Convention following return.

All applications must be complete and submitted to the chair of the committee and postmarked by April 1. Recipients will be notified by June 30.

This fellowship is named in memory of Louise Whitman, Past President and Past Executive Director of the Virginia Federation of Business and Professional Women's Clubs, Inc., teacher, worldwide traveler, lifelong learner, student of foreign cultures and the first recipient of the fellowship.

1. Full Name: _____
2. Home Address: _____

3. Phone Numbers: Home: _____ Work: _____
4. Are you a United States citizen? Yes _____ No _____ A resident of Virginia? Yes _____ No _____
5. Local BPW Organization: _____
6. Number of continuous years of membership in BPW/VA: _____
7. Offices held and committees chaired in local organization: _____

8. Offices held and committees chaired in BPW/VA: _____

9. Do you read and/or speak a foreign language? _____ If so, please list language(s): _____

10. Have you previously traveled abroad? _____ If so, please list countries: _____

11. Membership held in other organizations, including offices held and committees chaired: _____

12. List special honors, awards or recognition you have received: _____

13. Employed by: _____
14. Employer's address: _____
15. Name of supervisor: _____
Telephone number: _____
16. Years with current employer: _____
17. Current position: _____ Years held: _____

18. If current employment is less than five years, list information for immediate previous employment

Employer: _____

Position held: _____

19. Has employer approved leave for planned travel? _____

20. Country where you plan to study? _____

21. List cities or sections of the country you plan to visit: _____

22. How many days do you expect to need to complete your study? _____

23. Total number of days for your trip: _____

24. What are your goals for this travel? _____

25. How will your study benefit you and your BPW organization? _____

26. List your expected expenses:

Airfare \$ _____

Lodging _____

Meals _____

Other expenses _____ specify: _____

Total \$ _____

27. Briefly outline your plans for the study: _____

28. If awarded, I agree to be available for twelve months and on an as time permits basis for an additional twelve months following my travel to speak to BPW local organizations, as well as to make a full report to the next state convention. _____ (initial if agreeing to commitment)

29. Do you know any reason why you could not fulfill your obligation after you return to this country? _____

30. List schools attended:

_____	Did you graduate? _____	Year: _____
_____	Did you graduate? _____	Year: _____
_____	Did you graduate? _____	Year: _____
_____	Did you graduate? _____	Year: _____

31. Attach three letters of reference from individuals who are not relatives:

Name _____	Address _____
Name _____	Address _____
Name _____	Address _____

Signature of applicant: _____ Date: _____

Times available for personal interview with Foundation Trustee: _____

ENDORSEMENT OF LOCAL ORGANIZATION

Date of local organization endorsement: _____

President's Signature: _____

This certifies that _____ is a member in good standing of the
_____ BPW

Treasurer's Signature: _____

**IF SELECTED, YOU WILL BE EXPECTED TO BE A "GOODWILL AMBASSADOR"
FOR BPW/USA, BPW/VA, AND THE UNITED STATES OF AMERICA**

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Louise Whitman Foreign Study Fellowship Chair
Virginia Business and Professional Women's Foundation, P. O. Box 4842, McLean, VA 22103-4842
For more information about BPW, check the BPW/VA Web site: www.bpwva.org**

Applicant Check List:

- Completed application form
- Proof of US citizenship (copy of birth certificate, US passport, certificate of citizenship or naturalization, voter's registration card). A photocopy of any of these documents is acceptable to accompany the scholarship application; however, applicant may be required to provide the original document for inspection prior to any funds being awarded. A driver's license is **not** acceptable.