



Sheila Cates Scholarship

Sponsored and funded by the
Montana Library Association

APPLICATION FORM

The Montana Library Association instituted the Sheila Cates Scholarship in 1994 to provide financial support to Montana Library Association members seeking a graduate degree in library and/or information science, a graduate school library media program, or seeking a school library endorsement. The scholarship fund was established in memory of Sheila Cates, who served as Library Development Coordinator at the Montana State Library from 1985 until her death from cancer in 1993. Sheila was named Montana Library Association's Librarian of the Year in 1993. Individuals selected to receive an award from the scholarship fund must show potential for emulating Sheila Cates' contribution to Montana libraries.

APPLICATION DEADLINE: POSTMARKED BY July 24, 2024

In order to be eligible to receive an award from the scholarship fund the applicant must:

- Be a member of good standing in the Montana Library Association (dues must be current);
- Be an active member of MLA (attend meetings, work on committees, etc.); and
- Have applied to, or be currently enrolled in, a graduate library and/or information science program, a graduate school library media program, or a school library endorsement program.
- Not have received a Sheila Cates Scholarship previously.

ALL APPLICATIONS MUST BE TYPED.

The Cates Scholarship Committee selects recipients. The deliberations of the Cates Scholarship Committee are confidential. All applications are confidential and are kept on file with the Montana Library Association.

The Cates Scholarship Committee will not consider incomplete applications.

Updated June 2023

PART 1.

GENERAL INFORMATION

Name: _____

Mailing Address: _____
P.O. or Street City Zip

Work Phone: _____ Cell Phone: _____

E-Mail Address: _____

Briefly answer the questions in Part 2 and Part 3. NOTE: *No answer may exceed 200 words.*

PART 2. MEMBERSHIP AND PARTICIPATION IN PROFESSIONAL DEVELOPMENT

How long have you been a member of the Montana Library Association (MLA)?

What has been your most important contribution as a member of this association? Please summarize your activities in MLA (committees served on, positions held, etc.) or other professional library-related activities. If you haven't been involved in MLA, please explain why not. What has prevented you from participating and do you see that situation changing?

PART 3. COMMUNITY INVOLVEMENT

Summarize your participation in your local civic activities and/or community service organizations in the past five years.

PART 4. WORK HISTORY

Please list positions held in the past five years, including dates of employment and the name and title of your immediate supervisor and contact information for the supervisor.

PART 5. ACADEMIC HISTORY

List college or university attended, year or years attended and what degree was earned.

(PLEASE EITHER INCLUDE OFFICIAL TRANSCRIPT(S) WITH THIS APPLICATION OR MAKE ARRANGEMENTS WITH YOUR UNIVERSITY TO HAVE TRANSCRIPTS SENT TO LISA MECKLENBERG JACKSON, MLA CATES SCHOLARSHIP COMMITTEE, 120 SOUTHRIDGE DRIVE, MISSOULA, MT 59803, OR SENT VIA E-MAIL TO LISAMECKJACK@GMAIL.COM).

PART 6. ACADEMIC INTENT

List the college(s)/universities) which you have applied to or are currently enrolled in for a graduate degree in library and/or information science, a graduate school library media program, or a school library endorsement. Include the name, address, and contact information of the college or university.

PART 7. PROFESSIONAL GOALS

Prepare and include here or attach to this application a typed statement of no more than 300 words which sets forth your professional goals and relates to how your education will help you serve Montana libraries effectively.

PART 8 LETTERS OF SUPPORT

Request and attach to this application two (2) letters of support from Montana Library Association members or professional references.

PART 9. AGREEMENT

I have read and hereby accept the application conditions that require me to:

- a. be a member of good standing in the Montana Library Association;
- b. have applied to, or be currently enrolled in, a graduate degree in library and/or information science, a graduate school library media program, or seeking a school library endorsement to receive the monetary scholarship; and
- c. be an active member of the Montana Library Association;
- d. not have received a Sheila Cates Scholarship previously.
- e. attend Sheila Cates fundraising events at conference and contribute to the Sheila Cates annual silent auction to the greatest extent possible

I agree that scholarship monies must be used for paying for costs associated with attending school. These costs might include books, tuition, supplies, etc.

I agree that, upon verification of my enrollment, a check will be sent to me and will be used in a manner consistent with requirements set forth in this scholarship application. In order to receive the check, I will need to provide my social security number to the Montana Library Association.

I understand that this award may be taxable and that scholarship recipients assume the full burden for providing proof that funds received apply toward a "qualified" scholarship. A "qualified" scholarship is one that is used by a candidate for a degree for tuition, fees, books, supplies or equipment required for a course of instructions at an educational institution. Non-degree candidates cannot exclude scholarship income from their gross taxable income.

I agree that, if I wish to have the scholarship classified as "qualified" by the IRS, I will furnish a photocopy of my receipt for the tuition required for my course of study. I understand that if I do not provide the Cates Scholarship Committee with this documentation, the entire scholarship amount will be treated as taxable income and will be reported as such to the IRS on a Form 1099.

I agree that, upon completion of my program:

- a. I will provide verification that I have obtained employment in a Montana library, or
- b. I will provide verification that I have attempted to obtain employment in a Montana Library

Failure to do so requires the scholarship to be repaid in full (with interest) to the Montana Library Association's Cates Scholarship fund.

I agree to provide the Cates Scholarship Committee with a yearly status on my academic progress.

I agree to inform the Cates Scholarship Committee of any academic status changes.

I understand that the Cates Scholarship Committee selects all recipients. The deliberations of the Cates Scholarship Committee are confidential. All applications are confidential and are kept on file with the Montana Library Association.

If required, I agree to participate in an oral interview via GoToMeeting with the Cates Scholarship Committee.

I agree to accept the decision of the Cates Scholarship Committee as final.

I certify that the above information is true to the best of my knowledge.

Signature of Applicant

Printed Name of Applicant

Date

SEND COMPLETED APPLICATION, along with the signed agreement and written statement of professional goals to the Cates Scholarship Committee Chair:

Lisa Mecklenberg Jackson, MLA Cates Scholarship, 120 Southridge Dr., Missoula, MT 59803

QUESTIONS: Contact Lisa Mecklenberg Jackson, lisameckjack@gmail.com or (406) 552-2936.

Sheila Cates Scholarship

APPLICANT CHECK LIST

Note: Applicants must meet the following conditions before being considered for receiving an award from the scholarship fund. Applicants who do not meet these conditions will not be considered.

- ' Be a member of good standing in the Montana Library Association (dues must be paid for current fiscal year)
- ' Be currently enrolled in a graduate degree in library and/or information science, a graduate school library media program, or seeking a school library endorsement
- ' Not have received a Sheila Cates Scholarship previously
- ' Personal Data
- ' Community Involvement
- ' Membership and participation in the Montana Library Association
- ' Work History
- ' Academic History
- ' Professional Goals
- ' Letters of Support
- ' Signed Agreement