

# SCHOLARSHIPS

*The duty of the Idaho Juvenile Justice Association is to ensure the fair distribution of conference scholarships to paid IJJA members. IJJA appreciates the continued support of our members, supporting agencies, and agency administrators. It is not IJJA's responsibility to determine department policy, individualized training needs, disciplinary issues, etc. when considering whether the member may accept, decline, or transfer their scholarship. Scholarship eligibility does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age. Please contact the IJJA President with any questions or concerns.*

## Frequently Asked Questions

**1. Who is eligible for a scholarship?**

IJJA members who have paid their memberships for the current year. Membership dues must be paid and received no later than 5:00 pm on June 30<sup>th</sup>.

**2. How many scholarships are awarded?**

Approximately 80 Juvenile Scholarships and 35 Adult Scholarships. Juvenile Scholarships are funded largely by the Idaho Juvenile Justice Commission and IJJA. Adult Scholarships are funded by the Idaho Misdemeanor POST Training Council.

**3. How is the number of scholarships determined in my district?**

Each district will be awarded a percentage of available juvenile scholarships based on the number of members in each district. Percentages are based on paid memberships as of July 1<sup>st</sup>. The more paid members in your district by July 1<sup>st</sup>, the more scholarships available. Adult scholarships are funded with a set amount of money so the number of scholarships is based on that amount.

**4. Do I have to apply for a scholarship?**

No. All paid IJJA members enjoy the benefit of being eligible for a scholarship.

**5. Who facilitates the scholarship draw?**

The IJJA Lead Representative.

**6. When are scholarships drawn?**

Scholarships will be drawn, at random, by the Lead Representative beginning July 1<sup>st</sup>. A secondary or tertiary scholarship draw will occur within the month of July by the Lead Representative for all declined scholarships until all scholarships have been accepted.

**7. Who will be notified?**

The IJJA Member. The IJJA Lead Representative will notify the member by email. It is the member's responsibility to notify their administrator or supervisor to obtain permission to accept the scholarship.

## SCHOLARSHIPS – FREQUENTLY ASKED QUESTIONS

**8. I am unable to attend. Can I transfer my scholarship?**

Yes. You may transfer your scholarship one (1) time to anyone in your district, inside or outside of your agency, as long as they are a paid IJJA member by July 1<sup>st</sup>. Review eligible members in your district online at [www.ijja.us](http://www.ijja.us) or confirm membership status with your District Representative or the Lead Representative.

**9. How do I accept, decline, or transfer my scholarship?**

A Scholarship Form will be emailed to you by the Lead Representative when you are informed you have been awarded a scholarship. Review your form with your administrator or supervisor to determine if you are going to accept, decline, or transfer your scholarship. Be sure your signature, as well as your supervisor's signature, is on the form and return it by fax or email to the Lead Representative by the due date.

**10. When is the deadline to accept, decline, or transfer my scholarship?**

Generally, you will have 10 business days from the date of notification. However, it may be shortened due to other deadlines IJJA may encounter with conference planning.

**11. What if I fail to submit my Scholarship Form by the deadline?**

Scholarships will be forfeited and returned to IJJA for redistribution if Scholarship Forms are not received by 5:00 pm on the due date. Generally, there will be no exceptions made if forms are not received by the deadline.

**12. If I decide to transfer my scholarship, how will the transferee be informed?**

You may contact the individual you wish to transfer your scholarship to and have them complete page 2 of the Scholarship Acceptance Form OR the Lead Representative will make contact with the scholarship transferee and provide them a Scholarship Transferee Form. They will have the option to accept or decline their scholarship.

**13. Can a scholarship transferee transfer their scholarship?**

No. Scholarships can only be transferred one (1) time. Since they are the recipient of a transferred scholarship, they only have the option to accept or decline the scholarship.

**14. I am a scholarship transferee. How long do I have to accept or decline my scholarship?**

Generally, you will have 10 business days from the date of notification. However, it may be shortened due to other deadlines IJJA may encounter with conference planning.

**15. If I accept my scholarship, then later find I am unable to attend, can I transfer my scholarship?**

No. Once a scholarship has been accepted, it is considered "locked in." If you are unable to attend, please notify the IJJA Lead Representative and your scholarship will be returned to IJJA for redistribution within your district.

**16. I lost my Scholarship Form. How do I obtain a new one?**

## SCHOLARSHIPS – FREQUENTLY ASKED QUESTIONS

A Scholarship Form will be emailed to you when you are notified you are a scholarship recipient or you can obtain the form at [www.ijja.us](http://www.ijja.us).

**17. Why can't I accept my scholarship online?**

Scholarship Forms require an administrator/supervisor signature and IJJA is unable to validate electronic signatures via the IJJA website.

**18. Where do I send my Scholarship Form?**

E-mail or fax to the IJJA Lead Representative: Email is preferred.

Kari Portales

E-mail: [Kari.Portales@idjc.idaho.gov](mailto:Kari.Portales@idjc.idaho.gov)

Phone: (208) 577-5450

Fax: (208) 334-5120 Attn: Kari

**19. Will I receive a confirmation my Scholarship Form has been received?**

Yes. The IJJA Lead Representative will send you an email confirmation advising your Scholarship Form has been received regardless if you accept, decline, or transfer your scholarship.

**20. I missed the deadline to accept, decline, or transfer my scholarship. Will I be notified my scholarship was forfeited?**

Yes. In the unfortunate event a scholarship is forfeited due to failing to submit your Scholarship Form within 10 business days, the IJJA Lead Representative will send an email informing you your scholarship was forfeited back to IJJA.

**21. What is included in a scholarship?**

Scholarships generally pay for the Conference Registration Fee, hotel room, (if you live more than one hour from the conference site), and some meals. Scholarships do NOT include extra nights for travel or travel to and from the conference.

**22. I received a scholarship. Do I have to share a room at Conference?**

Yes. It is mandatory that scholarship recipients share a room with another scholarship recipient. However, you may decline the hotel portion of the scholarship and choose to pay for a room at your own expense. Please communicate with the Lead Representative on your hotel room plans.

**23. Do I still receive a room if I live in or near the Conference site?**

No. If you live within an hour of the conference site, you will only receive a scholarship that covers the registration fee, not a hotel room.

**24. I've accepted my scholarship. Do I still need to register for the Conference?**

Yes. You must also register for the conference online at [www.ijja.us](http://www.ijja.us) and sign up for meals. **Please note you are a scholarship recipient when you register.**