



International Association of  
Administrative Professionals

*Fort Myers Chapter*

Ida S. Baker High School  
Attention: Scholarship Coordinator  
3500 Agualinda Boulevard  
Cape Coral Florida 33914

Dear Scholarship Coordinator:

The Fort Myers Chapter of the International Association of Administrative Professionals (IAAP) is pleased to announce they will again award a \$500 scholarship to a student(s) enrolled full-time in an accredited college, university, business academy, or post-high school vocational technical school no later than October 2009. Qualified students **must** be enrolling in an office professional field – business or secretarial.

Applicants will be judged on the following:

- **Interest in administrative/office professional field**
- **Personal motivation**
- **School and community participation**
- **Financial need**

There is no high school G.P.A. requirement but students need to have regular attendance and a commitment to learn. Qualified students need to complete the enclosed two-page application and send it to the address below by April 3, 2009. Recommendations will be considered, but are not necessary.

The Fort Myers Chapter IAAP Scholarship Committee will review all applications and winners will be notified by April 13, 2009.

The scholarship winners should plan to attend the “Administrative Professional of the Year” (APOTY) breakfast held at Palmetto Pines Golf and Country Club on Monday, April 20, 2009. We will honor the *Administrative Professional of the Year* as well as recognize the scholarship winners. Scholarship winners will be presented with a copy of their scholarship check. The original check will be sent to the appropriate educational facility.

We hope your students will respond as enthusiastically to this opportunity as many others have in the past. Unfortunately, we are unable to consider applications that do not satisfy the requirements of the office professional field.

In addition if you know of any students interested in forming an IAAP student chapter or any staff members interested in networking and being part of a local administrative professional organization please feel free to contact me directly at (239) 985-3505. There are many benefits to being part of the International Association of Administrative Professionals organization.

Sincerely,

Elsie Sambrato, CPS, CAP  
Scholarship Committee Chairman

Enclosure



International Association of  
Administrative Professionals

*Fort Myers Chapter*

Please type or Print Clearly

Complete Application  
Must Be Returned by:  
Friday, April 3, 2009

Please return to:  
I.A.A.P. Scholarship Committee  
c/o Elsie Sambrato, CPS, CAP  
4508 S.E. 1<sup>st</sup> Place  
Cape Coral, Florida 33904

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

### EDUCATION

Name of last high school attended/currently attending: \_\_\_\_\_

City: \_\_\_\_\_

Status (circle one)      Graduate      GED      High School Senior

School and Community Activities: \_\_\_\_\_  
\_\_\_\_\_

Business and/or office courses taken in high school: \_\_\_\_\_  
\_\_\_\_\_

Courses taken in addition to high school: \_\_\_\_\_  
\_\_\_\_\_

### PLANS FOR THE FUTURE

Where do you plan to enroll for college/technical school? \_\_\_\_\_  
\_\_\_\_\_

Are you already enrolled? \_\_\_\_\_ Semester Start Date: \_\_\_\_\_

Expected Completion Date: \_\_\_\_\_

What courses of study do you plan to follow (must be in the office professional/secretarial field)?  
\_\_\_\_\_

Projected cost of entire course of study: \_\_\_\_\_

You may attach recommendations by teachers or other interested persons



---

Do you have a financial need for this training? (Circle one)      YES      NO      (Explain)

What is your interest in the office professional / secretarial field?

Why do you deserve a scholarship?

You may attach recommendations by teachers or other interested persons