

Coleman Scholarship – Post Conference Evaluation Report

Reimbursement Guidelines

Coleman Scholarship **Post Conference Evaluation Report** Registration Fee Reimbursement may reimburse CEO Member Students up to \$50 towards the conference registration fee. The actual reimbursement amount will be dependent on whether the student registered for a One Day registration or the Full Conference. Interested CEO Member Students need to register for the conference and pay the full registration fee, create and submit a Post Conference Evaluation Report. Participating in the CEO Coleman Scholarship reimbursement program is voluntary and regarded as permission for CEO to use, share, publish and/or promote any/all information submitted in conjunction with this program. Reimbursement checks will be mailed after the conference, in approximately 4 weeks, if all specified Scholarship guidelines have been followed and deadline dates adhered.

Application Process

Application Submission DEADLINE is September 16, 2009

The cut-off date for submitting Coleman Scholarship applications is **September 16, 2009** (post marked, email or fax dated). It is imperative to **fully** complete and submit the application and all the necessary documents as soon as possible. Applications **completed in full** will be reviewed and considered in the order received for as long as monies are available. **Incomplete and/or illegible applications will not be processed and will lessen chance of receiving a scholarship.** Attention will be given to support as many CEO Clubs from as many campuses as possible. To be eligible you must be a current CEO student member and/or club and must comply with the specified guidelines prior to each specified deadline date.

- **Complete fully and legibly** the scholarship application form by **September 16, 2009**
- **Complete and Submit Post Conference Evaluation Report** by **November 9, 2009**
- **Submit original** conference registration receipt with Evaluation by **November 9, 2009**

How to Apply

Options for Applying and Reimbursement Methods

Individual CEO Member Students, CEO Clubs or university leaders have the option of applying for the Coleman Scholarship in one of three ways. Please choose and submit only one application form as described below. If the application is approved and adheres to the scholarship guidelines, reimbursement checks will be issued as follows:

- If applying as an individual, you will receive an individual reimbursement check
- If applying as a CEO Club, the Club will receive one check made out to the club
- If applying as a School, the School will receive one check made out to the school

Select appropriate scholarship application form:

Form for Individual Students

Form for School

Form for Club

Notification of Approval

If approved for scholarship support, applicant will be notified by email on or before **September 25, 2009**, to allow time to register for the conference and to finalize travel plans. A maximum reimbursement amount per person and/or per school may be established once the volume of application requests is known.

Submission Process

Complete and Submit Report(s) with ORIGINAL Conference Registration Receipt(s)

Each approved Coleman Scholarship recipient must create and submit a Post Conference Evaluation Report. The report(s) must follow the specified format (see below) and be emailed no later than November 11, 2009 (email dated). The original conference registration receipt was provided at the Conference and should be mailed to CEO by **November 9, 2009** (postmarked). Incomplete reports will chance scholarship support being withdrawn. Reports that have been copied will result in scholarship support being revoked. A Club or School may receive a decrease in scholarship support if the number of receipts and/or reports submitted does not match the number of applicants indicated on application form.

Please note that this deadline must be met or scholarship support will be lost. Reports that have been copied may result in **entire** scholarship support being withdrawn. Scholarship support may be decreased or revoked:

- If submitter is not a current CEO student member and/or club
- If actual conference registration fee is less than the total designated reimbursement amount
- If Guidelines were not fully adhered and/or Report(s) are incomplete

Mail the original conference registration receipt no later than November 11, 2009 (post marked) to CEO Headquarters: CEO; 815 W. Van Buren Morgan (M/C 244); Suite 400; Chicago, IL 60607

Report Requirements

In order to receive Scholarship reimbursement, following the conference, **each** approved Scholarship recipient must submit via email a 2-3 page, 500-word minimum, **TYPED**, evaluation report no later than **November 9, 2009** (email dated). Please note that this deadline must be met or scholarship support will be lost. Each approved Coleman Scholarship recipient must independently write an evaluation. Reports that have been copied will result in scholarship support being withdrawn. A Club or School's scholarship support may decrease if the number of evaluations submitted does not match the number of applicants indicated on application form.

Each Evaluation report **MUST** be independently written and include the following information and headings or report is incomplete and CEO will not be able to process scholarship; and be emailed to CEO by November 9, 2009 (email dated):

Title Sheet

"Coleman Scholarship Evaluation Report"

Your name

The name of your school

Participation: List the sessions (keynote sessions, meal speeches, breakout sessions, etc.) attended.

Speakers: Identify which speakers delivered the most/least substantive content. These may or may not be the speakers you enjoyed the most/least. (In other words, some speakers may have been entertaining, but did not deliver meaningful information.) Explain.
Identify which speakers you enjoyed the most and the least. Explain why.

Topics: Identify which topics were most beneficial/ least beneficial.
For the two most beneficial topics, explain what new information you learned and how it may be helpful to you in the future.

Elevator Pitches: If you attended, tell us what you learned from the elevator presentations, and how you may put what you learned to use in your business or your plans to start a business.

Networking: Tell us how you may have benefited from networking with other student attendees, faculty members, and presenters at the conference.
Have you kept in contact with students you met at this or earlier conferences? Explain.

Other New Learning: What else did you learn during the conference (for instance, from informal discussions with speakers, from other attendees, etc.)?

Facilities: Please rate the quality and suitability of the facilities (hotel, meeting rooms, etc.) on a 1-10 scale (ten is the highest/best). Explain your rating.
Please rate the quality of the food served at the conference on a 1-10 scale. Explain your rating.

Benefits of the Conference:

Please rate how much you **BENEFITED** from the conference on a 1-10 scale.
Please tell us specifically **HOW** you benefited from the conference. In particular, how will you put to use what you learned and experienced at the conference in your business back home or your plans to start a business.
Please rate how much you **ENJOYED** the conference on a 1-10 scale.

Recommended: What new topics should be added in the next conference? Why?

Improvements: What topics from this conference should not be repeated? Why?
Would you make sessions shorter? Longer? Why?
Please tell us anything else on your mind that could improve future conferences.

Other Issues: Is there anything else you would like to tell us about the conference.

Email report(s) by specified dates to CEO Headquarters: CEOColemanScholarships@c-e-o.org