

Coleman Scholarship – Article Submission

Reimbursement Guidelines

Coleman Scholarships for Article Submissions may reimburse CEO Member Students \$15 per article towards conference related travel costs. Interested student members are invited to write articles which may be printed in future CEO Newsletters, on the CEO Website, or in other forms of CEO publications. A limited number of \$15 conference reimbursements will be available to CEO Member Students who have submitted articles that comply with the specified requirements. Students may submit **up to three articles**, but CEO reserves the right to set a reimbursement maximum on an individual basis. Interested CEO Member Students will need to register for the conference and pay the full registration fee. 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.

Types of Articles

Entrepreneur Profile articles should feature an individual entrepreneur who is running a successful business.

Student Entrepreneur Profile articles should highlight an individual student or group of students who have started a business while in college. At least one of the entrepreneurs must still be enrolled in college. Part of the article should discuss the issues involved with starting a business while still in school.

CEO Alumni Profile articles should focus on an individual or group of CEO alumni. Part of the article should provide an update about where they are now, what influences CEO had in their life, and what are their future plans.

CEO Club Activities Profile articles should provide a detailed overview of a successful CEO Club activity, or series of activities, that could be replicated by other CEO Clubs. Part of the article should provide details about how the event was organized and how participants benefited from the activity.

Article Requirements

- Articles must provide background information.
- The author must provide from person/group profiled, written permission granting CEO the right to edit the article as necessary for formatting purposes and to reproduce in all current and future forms of CEO publications.
- Submissions must include all contact information of the author, including e-mail address.
- Articles should be 300-800 words in length.
- Articles must be type written and submitted in MS Word format.
- By submitting an article, the author is giving permission to edit the article as necessary for formatting purposes and to be reproduced in all current and future forms of CEO publications.

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 your 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**
- **Submit article** by **November 9, 2009**
- **Complete and submit** an expense report with travel receipts 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, applicants 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 Article(s)

The article(s) must follow the specified format (see above) and be **emailed** no later than **November 9, 2009** (email dated). Incomplete articles will chance scholarship support being withdrawn. Articles that have been copied will result in scholarship support being revoked.

Email the article(s) no later than **November 9, 2009** (email dated) to CEO Headquarters:

CEOColemanScholarships@c-e-o.org

Complete and Submit Expense Report with Receipts

Complete and **mail** together the expense report (see Expense Report link) and travel receipt(s), no later than **November 9, 2009** (post marked). Conference registration fees are not allowable as travel expenses (please see **Post Conference Evaluation Report Guidelines** to apply for such reimbursement).

Please note that this deadline must be met or scholarship support may be lost. Articles that have been copied may result in **entire** scholarship support being withdrawn. The chances of scholarship support decrease:

- If submitter is not a current CEO student member and/or club
- If actual travel expenses are less than the total designated reimbursement amount
- If Guidelines were not fully adhered
- If Post Conference Report(s) and/or Expense Report is incomplete or missing

Mail the above expense report and original receipt(s) no later than **November 9, 2009** (post marked) to CEO Headquarters at:

CEO

815 W. Van Buren (MC 244)

Suite 400

Chicago, IL 60607