



# Joan Michaels Memorial NCSMA Scholarship

**APPLICATION DEADLINE:** February 28<sup>th</sup> of each year  
Applications are accepted after January 1<sup>st</sup> of each year

The Joan Michaels Memorial NCSMA Scholarship is named for a charter member of NCSMA, who was the embodiment of the spirit of medical assisting. Joan believed that education and certification were vital to becoming a successful medical assistant. She was an inspiration to all who met her. Upon her passing in 2017 the scholarship was renamed to honor her and pay homage to her contributions to NCSMA and its members.

There are two scholarships available each year which are awarded at the annual convention. One scholarship in the amount of \$500.00 is awarded to a second-year student enrolled in an Associate degree CAAHEP accredited medical assisting program in a North Carolina college, who has successfully completed their first year of the program. The second scholarship in the amount of \$300.00 is awarded to a student enrolled in a diploma or certificate CAAHEP accredited medical assisting program who has successfully completed their first semester of the program. Applications are accepted from January 1 through February of each year. The application form and other required information *must be postmarked by February 28<sup>th</sup>* and submitted to: NCSMA Scholarship Committee Chair

## **Application Process**

Application forms may be obtained from the Program Director of the CAAHEP accredited medical assisting program in which the student is enrolled. The following documentation must accompany the application form:

1. A completed NCSMA Scholarship Application Form
2. A copy of college transcript from the most recently completed term
3. A letter of recommendation from an Instructor in the Medical Assisting Department. You may submit up to three letters of recommendation from contacts other than family.
4. A personal letter introducing yourself to the Scholarship committee and outlining the following:
  - Student's background, financial need
  - Personal goals and plans
  - Involvement in professional and civic organizations
  - In short, why you believe you should be the recipient of this scholarship

## **SCHOLARSHIP COMMITTEE GUIDELINES**

### **General**

The scholarship program provides educational assistance to worthy North Carolina residents for study in the field of Medical Assisting at CAAHEP-Accredited programs in a North Carolina college.

Two scholarships will be awarded each year at the annual convention. Scholarships will be awarded based on financial need, the student's character, professionalism, and academic success. This scholarship is awarded on a non-discriminatory basis without regard to race, sex, marital status,

color, creed, age, handicap or ethnic origin. NCSMA budgets \$800.00 per year for both scholarships.

Financial records will be maintained by the Treasurer of the NCSMA and will be available for inspection upon the request of the Board of Directors. The Treasurer will furnish reports reflecting the current financial status of the Scholarship Fund with her Financial Report of the society.

The Scholarship Chair will forward the name of the winning students and the educational institution they attend to the Treasurer. The NCSMA Treasurer will send scholarship checks directly to the educational institution.

When memorial donations are made to the NCSMA Scholarship Fund, the Scholarship Committee Chair will acknowledge the gift and forward monies to the Treasurer. If the Treasurer receives the donation, he/she will send a note of acknowledgement to the donor.

Each chapter will be advised that contributions to the Scholarship Fund will be accepted. Checks should be made payable to the North Carolina Society of Medical Assistants, marked for the Joan Michaels Memorial NCSMA Scholarship Fund, and sent to the Scholarship Chair.

### **Eligibility**

The Society will consider a Scholarship Award for a student who satisfies all of the following:

1. North Carolina Residency
2. Enrollment in a CAAHEP-Accredited NC Medical Assisting Program
3. GPA of at least 3.0 at the time of application
4. Documented financial need

Although AAMA membership is not an eligibility requirement, applicants are strongly encouraged to take advantage of the benefits of membership in a professional organization.

### **Selection**

All scholarship applications received by the deadline will be reviewed by the Scholarship Committee. In the event an applicant's instructor is serving on the Scholarship Committee, he/she will not participate in the selection process. If necessary, the Scholarship Committee Chair may appoint a temporary replacement to assist with selection, with permission from the NCSMA President.

The committee will make its decision based on the following:

1. Information furnished on the written application
2. Academic performance
3. Review of financial documentation
4. Recommendations from instructors and other potential parties not related to the potential recipient.

### **Presentation of the Scholarship Award**

The decision of the Scholarship committee will be announced each year at convention. Notification of the decision of the Scholarship Committee will be made only to the recipient's Program Director. The Scholarship Committee will assist in assuring the recipient's attendance at the Awards Luncheon, held during the NCSMA Convention. NCSMA will pay for the cost of the recipient's meal.

Updated April 30, 2015 NCSMA Board of Directors

Updated April 27, 2017 NCSMA Board of Directors

Updated April 14, 2018 NCSMA Board of Directors