



## **2010 NAJIT SCHOLARSHIP PROGRAM POLICIES AND PROCEDURES**

### **DEFINITIONS AND POLICIES**

**NAJIT Scholarship Project:** A program of the National Association of Judiciary Interpreters and Translators (NAJIT). Under this program, six or up to six Scholars will be selected from translation and interpretation programs in North America, primarily the United States and Canada, to attend NAJIT's 31st Educational Conference in Orlando, FL. The Conference will be held from May 14-17, 2010 at the Rosen Centre Hotel in Orlando, FL.

**Applicant:** A Spoken Language or Visual Language (American Sign Language) Translating or Interpreting (T&I) Student, or a 2009 graduate of a T&I program, who applies to be a recipient of the 2010 NAJIT Conference Scholarship. There is no limit to the number of applications any given T&I Program may submit for consideration. Previous recipients of this Scholarship are not eligible to reapply. Active classification members of NAJIT, unless they can verify their T&I student status, are not eligible for this Scholarship.

**NAJIT Scholarship Recipient or Scholar:** A successful Applicant under the NAJIT Scholarship Program as selected by the 2010 NAJIT Scholarship Program Panel of Judges. The maximum number of Scholarship Recipients or Scholars for the 2010 NAJIT Scholarship Program is set at six (6). The Scholarships are not transferable.

**NAJIT Conference Scholarship or NAJIT Scholarship:** The Award received by each of the six successful applicants under this program, the 2010 "NAJIT Conference Scholarship," shall consist of the following:

- A waiver of NAJIT's 31<sup>st</sup> Educational Conference registration fee;

- A stipend of \$500 - in the form of a check to help the Scholars meet lodging or travel expenses, or to be used any way the Scholar deems fit; and

- One year's complimentary enrollment as a member of NAJIT.

**Note:** Transportation and lodging costs are solely the responsibility of the Scholar. Scholars will need to cover two or three nights in the conference hotel. NAJIT will assist students to make roommate arrangements if possible, but cannot guarantee that a suitable roommate will be available. All meals from Friday breakfast through Sunday breakfast, except for Saturday dinner, will be provided.

In the event a Scholar is unable to attend the conference and utilize NAJIT's Scholarship, the \$500 - dollar stipend shall be forfeited. The registration fees waived under the scholarship have no cash value.

## **PROCEDURES**

### **GENERAL INFORMATION**

Questions regarding NAJIT 2010 Scholarship Program shall be directed to Christina Filipovic at [christina@najit.org](mailto:christina@najit.org).

### **APPLICATIONS**

- 1) Applications for the 2010 NAJIT Scholarship Program can be found by visiting NAJIT's website at [www.najit.org](http://www.najit.org)
- 2) Applications must be submitted by mail to NAJIT Headquarters, 1707 L Street, NW, Suite 570, Washington, DC 20036. A printable application form can be downloaded from the NAJIT website.
- 3) No applications sent via email will be considered.
- 4) All applications must be received by posted mail by February 19, 2010. No applications received after that date will be considered.
- 5) All application forms and written queries sent to NAJIT shall be in English.
- 6) Applications may be removed from consideration by the judges if any portion of the required information fields is left blank or incomplete.

### **SCHOLARS SELECTION PROCESS**

- 1) NAJIT Headquarters shall prepare the applications, assign each a number, and make copies for the Panel of Judges.
- 2) Three judges will decide which six Applicants shall be offered the opportunity to become a NAJIT Scholar. The make-up of that Panel of Judges shall be: one Judge from a Translation and/or Interpretation Spoken Language Discipline; one Judge from a Translation and/or Interpretation Visual Language Discipline; one Judge from outside the Translation and/or Interpretation Disciplines. Judges were selected by the Student Outreach Program Committee and NAJIT Scholarship Coordinator and reviewed by the NAJIT Executive Director.
- 3) The Judges shall use a ranking system in determining the Applicants to be offered the Scholarships. The highest ranking six (6) shall receive the Scholarships.
- 4) Judges will notify of their decision by April 5th, 2010.
- 5) A report with the list of Scholars will be prepared for the Chair of NAJIT Student Outreach Program and for NAJIT's Executive Director.
- 6) The Chair of NAJIT Student Outreach Program will notify all Scholarship Recipients of the results after the judges' decision on April 5, 2010.
- 7) Queries regarding the judges' decisions shall be directed to Christina Filipovic at [christina@najit.org](mailto:christina@najit.org)
- 8) In the event a Scholar so selected is unable to participate, s/he shall inform the NAJIT immediately, but emailing [christina@najit.org](mailto:christina@najit.org)
- 9) The Chair of the Student Outreach Program shall work in concert with the NAJIT Scholarship Coordinator to notify the next Applicant in the ranking chart that s/he has been awarded the Scholarship.

- 10) The final list of Scholars shall be published on the NAJIT website no later than April 13, 2010.

## **SCHOLARS' RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

The Scholar may attend as many sessions during the Conference as is practicable for him or her. All Scholars must attend the Scholar Orientation and Reception with NAJIT Chair. These events will allow the six Scholars to meet each other, the Board Members, and the Executive Director. They will give the Scholars a chance to represent their school, learn about NAJIT, prepare for their duties during the conference, and express their opinions on matters of interest. The stipend check and a certificate will be presented during the Orientation.

*NOTE: Only scholars who are also Active NAJIT members may cast ballots during pre-conference gatherings, during the conference or any of its meetings.*

### **RESPONSIBILITIES**

The Scholars will have some volunteer duties to perform at the conference and will be encouraged and expected to attend as many educational sessions as may be feasible.

Each Scholar is expected to be on-call at a particular time(s). During this on-call period, the Scholar shall perform duties as directed by the Conference Coordinator or any person so designated by the Scholar Liaison, Conference Coordinator, or Executive Director. If dismissed by the person in charge of that period, the Scholar is free to attend the remainder of that or any other conference session running concurrently. Duties of the Scholars include but are not limited to check-in, photocopying, distributing hand-outs, collecting evaluations, cleaning up, and assisting the Conference Coordinator, Board Members, the Executive Director, or any other person so designated by the Scholar Liaison, Conference Coordinator, or the Executive Director.

**For further information, send an email to: [christina@najit.org](mailto:christina@najit.org)**

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