Society of American Archivists

Annual Meeting Scholarship for Native American and Tribal Archivists
Application Information and Instructions

APPLICANT QUALIFICATIONS

The Society of American Archivists (SAA) was awarded a grant by the National Historical Publications and Records Commission (NHPRC) to provide scholarships to Native American and tribal archivists to attend the SAA Annual Meeting. Participation in the NHPRC-funded Society of American Archivists Annual Meeting Scholarship for Native American and Tribal Archivists is by application only. To be considered for an SAA Scholarship, applicants must be Native Americans who are working with tribal records. For the purposes of this Scholarship, “tribal records” are defined broadly to include not only records of tribal government and private records of tribe members or tribal organizations, but also oral histories and artifacts of cultural value to the tribe. Supervised volunteer work and intern experience may be counted as work experience.

PURPOSE OF SCHOLARSHIP

SAA was awarded an NHPRC grant to enable the continued development of Native American tribal archivists’ professional knowledge and access to a peer-assistance network in order to enhance the Native American archivists’ effectiveness in preserving and managing records held in tribal archives. The practical application of these skills acquired through training and through the network will help to ensure that adequate records of legal and cultural significance are preserved and appropriately accessible.

GENERAL INFORMATION

• All applications must be completed fully.

• Applications must be received absolutely no later than July 15, 2005. Applications received after that date may not be accepted.

• The SAA Tribal Archives Scholarship Advisory Board reviews the applications after the application deadline. Participants are principally selected on the basis of their urgency of need, prior archival education or experience, nature and extent of their current work or anticipated work in caring for Native American tribal records, and any future opportunities for archival education. All applicants receive equal consideration without regard to geographic location or affiliation. To assist the Advisory Committee in making certain that qualified Native American archivists are admitted, it is important for applicants to provide as much information as possible about themselves, their experience with Native American and tribal records, their education (including mentoring, internships, or training programs attended), institution (if any), and what they hope to gain from participating in the Society of American Archivists Annual Meeting.

• Please do not send a résumé or curriculum vitae.
The application form is available online as a PDF document via the Society of American Archivists Web site (http://www.archivists.org). Anyone with questions about the application, applicant qualifications, or the review process, should contact Nancy Beaumont, SAA Executive Director, at 312-922-0140 or <mailto:nbeaumont@archivists.org>

COMPLETING THE APPLICATION

I. Personal Information
Name: Give your name as you would wish it to be used in any correspondence or publicity pertaining to the Scholarship program.
Phone Number: Indicate whether the number(s) you provide is for work or home.
E-mail: Please include an e-mail address, if available.
Address: Please indicate whether the address you are providing is a home or a work address.

II. Relevant Archival Education
Describe any archival education, workshops, courses, internships, or other events that you have attended that may be relevant to the care of archival records or records management. Workshops may include, but are not limited to, those offered by regional archival associations, the Society of American Archivists, the Bureau of Indian Affairs, ARMA International, historical societies, or other related organizations or institutions.

III. Related Experience
Please describe your current duties and indicate what percentage of your time is spent engaged in the care and management of Native American tribal records. Please describe your previous positions and the percentage of time engaged in care and management of archival records in those positions. Volunteer experience should be included.

IV. Statement of Interest: What do you expect to gain from attending the Society of American Archivists Annual Meeting?
Please describe how the experience provided by participating in the SAA Native American Scholarship program will benefit you or will affect particular tribal records with which you may be working or you may work with in the future. Please list particular questions or issues that you might wish to have answered through your participation in the Scholarship program.

V. Institutional Information
Please indicate your organization and its holdings and check which types of records you currently work with or your institution currently holds. Please indicate if there is something notable, such as a large audiovisual or photograph collection. However, please be aware that the sessions at the Annual Meeting may not be able to address your particular type(s) of holdings in great detail.

VI. Your Experience
To assist the Advisory Committee in understanding the various levels of experience of potential participants, please indicate the types of archival management tasks that you have performed. You may provide more detail on a separate sheet, if you wish, but please limit the length of any additional detail that you provide.

VII. Letter of Reference
A letter of reference should accompany your application and should be from someone who is familiar with your work with tribal records. Or, if you anticipate working with tribal records, the letter should be from someone familiar with your anticipated responsibilities. A separate letter may be attached.
Society of American Archivists

Annual Meeting Scholarship for Native American and Tribal Archivists

Application Form

The application must be completed in full and **received** by SAA no later than July 15, 2005. **Do not attach a résumé.** An electronic version of the application is available on the Society of American Archivists Web site at [http://www.archivists.org](http://www.archivists.org) or by contacting Nancy Beaumont at 312-922-0140 or <mailto:nbeaumont@archivists.org>.

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**Admission to the Society of American Archivists Scholarship Program is by application only. Only those individuals who have applied will be considered for admission.**

### I. Personal Information

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### II. Relevant Archival Education

*Additional information may be attached on a separate sheet.*

Include workshops, seminars, classes, etc., attended and any certificates, degrees, etc., received. List program name, dates, and sponsoring organization, when known.

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III. Related Experience
Begin with most recent experience. Include volunteer and intern positions, if applicable. 
*Please indicate the percentage of time spent on archival work.*

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<th>Dates</th>
<th>Job Title &amp; Employer</th>
<th>Synopsis of Duties/Percentage of Time</th>
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IV. Statement of Interest
Please respond to the following question: WHAT DO YOU EXPECT TO GAIN FROM ATTENDING THE SOCIETY OF AMERICAN ARCHIVISTS ANNUAL MEETING? Complete your response in the space provided below. Attach additional sheet if needed.
V. Institutional Information
A. Please provide a brief description of your institution, if any. (Example: A tribal cultural center with a museum, planning to develop an archives). Do not include pamphlets or other printed materials.

B. Institutional Holdings. To assist faculty members in planning their sessions, please indicate the general types of records with which you work or that your institution holds.

- Personal papers (diaries, manuscripts)
- Institutional records (university, business)
- Government records
- Publications
- Oral histories
- Photographs - Large collection(s)
- Electronic records
- Audio-visual materials
- Artifacts (three-dimensional objects)
- Other significant holdings not listed above _________________________________

VI. Your Experience
To assist the Advisory Committee in awarding the Scholarship, please answer the following questions about your experiences. You may provide more details on a separate sheet.

1. Do you have guides, card catalog, or some other finding aid to your institution’s holdings? If yes, what?
   [ ] Yes [ ] No _________________________________

2. Does your institution have a website? If yes, please provide URL:
   __________________________________________

3. Are you responsible for creation and/or maintenance of the website?
   [ ] Yes [ ] No, someone else does it
4. Do you have documents available on the website?
   [ ] Yes  [ ] No

5. The Scholarship program provides for a pre-conference workshop or seminar to be held at the upcoming SAA Annual Meeting in New Orleans. (For information on this meeting, please see http://www.archivists.org.) If given the choice, would you prefer:

   [ ] To attend a one-day seminar dealing with issues specifically relating to administering a tribal archives program?

   [ ] To enroll (at no cost) in one of the pre-conference workshops that are already scheduled for the New Orleans meeting?

VII. Letter of Support
To be completed by someone familiar with your experience and/or the benefits you would receive from being awarded this Scholarship. A letter may be attached or submitted electronically with a signed hard copy to follow via mail or fax.

Please include a phone number for the person writing the letter. The letter of reference must be signed.

Applications and letters of reference should be submitted to:

Society of American Archivists
Attn: Nancy Beaumont
527 South Wells Street, Fifth Floor
Chicago, IL  60607
Phone: 312-922-0140
FAX: 312-347-1452

Applications and letters of reference may also be submitted electronically to: <mailto:nbeaumont@archivists.org>.

APPLICATIONS RECEIVED AFTER JULY 15, 2005, MAY NOT BE ACCEPTED.

Successful applicants will receive confirmation of their acceptance no later than July 20, 2005. Unsuccessful applicants will receive notification by July 25, 2005.