



Pedorthic Foundation – Heather Moore Bernard (HMB) Memorial Scholarship Fund

The Heather Moore Bernard (HMB) Memorial Scholarship Fund was established to preserve Heather's memory and legacy. Heather, an advocate for Pedorthics, training and education, grew up and worked in her family's Pedorthic shoe store and business. The Pedorthic Foundation (Foundation) is honored to make scholarship funds and financial assistance available to persons working in a Pedorthic shoe store for either footwear-related education and/or to persons pursuing Pedorthic continuing education requirements.

Examples of footwear related business education include conference attendance at the semi-annual National Shoe Retailers Association (NSRA) and the annual United Shoe Retailers Association (USRA) May Event. An example of Pedorthic continuing education includes conference attendance for mandatory education units at the annual Pedorthic Footcare Association (PFA) Symposium. There are also a number of educational opportunities available online, through footwear manufacturers/vendors and through local Pedorthic associations.

Requests for Pedorthic Pre-Certification education financial assistance do not qualify under the HMB Scholarship Fund; other Foundation scholarship opportunities are available for this purpose. Clinical credentialed Pedorthists are not eligible under the HMB Scholarship Fund, as the credentialed Pedorthist must work in a shoe store.

Basic Requirements

- 1). Applicants must be at least 18 years of age and possess at least a high school diploma or its equivalent.**
- 2). Applicants must currently work in a Pedorthic shoe store to apply for education benefits or already be a credentialed Pedorthist (C.Ped. or L.Ped.) working in a shoe store to apply for Pedorthic continuing education benefits.**
- 3). Applicants must describe the courses or educational plan they are following or intend to follow, including the school(s), conference(s) and the date(s) on which they plan to attend.**
- 4). Applicants must include why the educational opportunity and support applied for will benefit their work at a Pedorthic shoe store or as a credentialed Pedorthist in a shoe store.**
- 5). In addition to the application form, applicants must submit recommendations from two individuals not related to the applicant.** Letters of recommendation should address the applicant's:
 - Interest in achieving growth through education, mentoring or other means
 - Job performance
 - Commitment to helping others
 - Acceptance of responsibility and follow-through
 - Any other matters which seem relevant (previous courses taken, volunteer or civic activities)
- 6). Applicants awarded a scholarship must agree in advance to and sign a release waiver for the Foundation using their name and picture for Foundation awareness and purposes, in addition to:**
 - Signing a thank you note to the HMB fund sponsors
 - Writing a testimonial for the Foundation to use in any future fundraising endeavors

Scholarship Amounts and Payments

Amounts of the Foundation HMB scholarships are set annually by the Foundation's Board of Directors, depending on the number of scholarships to be made available. Tuition, program costs or conference fees *will be paid by the Foundation directly to the school, sponsor or conference organizers.*

Travel assistance or a portion of travel costs (maximum of \$500) may also be applied for based on obtaining best fares and will be paid directly to the applicant or their representative upon submission of travel receipts.

Scholarships are not awarded retroactively and will only pay for courses an applicant is currently taking or will take, not for courses that have been completed when the application is received.

Scholarship Deadlines

Scholarship applications must be received for review. A scholarship must be used within 12 months of being awarded, unless special arrangements or exceptions are made.

Selection of scholarship recipients will be made by the Pedorthic Foundation Board and its Scholarship Committee or other appointed representatives. Full or partial scholarships and any travel subsidies (maximum \$500) are at the sole discretion of the Board and its Scholarship Committee.

Decisions are final and may not be appealed. Selection criteria include, but are not limited to:

- Evidence of commitment to a career in shoe retailing and/or Pedorthics
- How financial aid would affect the applicant's ability to pursue a career in shoe retailing and/or Pedorthics
- An applicant's stated intentions regarding "giving back" to the profession or community

The Foundation reserves the right to decline to award a scholarship. If the Foundation declines in any given year, it may choose to award additional scholarships in a subsequent year.

If a relative or employee of a member of the Foundation's Board applies for any Foundation Scholarship, that Board member will not participate in scholarship discussions or decisions during the time of that particular applicant's review.

See also Heather Moore Bernard (HMB) Memorial Scholarship - Application Form for more details.

Effective June 2013

The Pedorthic Foundation reserves the right to edit content and/or amend or terminate any portion of the Heather Moore Bernard (HMB) Memorial Scholarship Fund application requirements without notice.



Heather Moore Bernard (HMB) Memorial Scholarship - Application Form

Note: This form has three (3) sections. Each section must be completed in full.

SECTION I - General Information

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Home/Cell Phone: _____ Work Phone: _____

Email: _____

Verification of your footwear – or foot care – related experience is required. Please ask your employer/former employer to provide a signed letter on his/her letterhead confirming length of your employment and a brief description of your duties/responsibilities. If your experience is through self-employment, please provide a copy of your state or federal tax I.D.

Employer during Footwear/Foot Care Experience:

Company: _____

Contact and Telephone or Email: _____

Current Employer: _____

Employment Address: _____

City: _____ State: _____ ZIP: _____

Work Phone: _____ Fax: _____

Email: _____

Scholarship Amount Requested (Course/Conference Cost):

\$ _____ Travel Costs: \$ _____ (**\$500 Maximum**)

SECTION II – Education

List below the schools you have attended, the general course types you studied or degree(s) you received, and the year you completed the program(s). Give most recent education information first. Use additional sheet(s) if necessary.

| School | Degree/Course Type | Year |
|--------|--------------------|------|
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SECTION III – Personal

Please respond to the questions below as completely as possible without exceeding 500 words per question. Number your responses to correspond with the question. Use additional sheet(s) as needed. **Type or print clearly. Copies of your responses will be made for each Scholarship Application reviewer.**

- 1). Describe your footwear or foot care related experience. Include current or any type of company you worked for, job(s) you perform(ed), number of years spent in each job, any increases in responsibility you may have experienced and how you became interested in shoe retailing and/or Pedorthics.
- 2). List any special achievements, honors you have received or activities you have undertaken which you believe are relevant to this application.
- 3). Explain how scholarship financial assistance would benefit your career in shoe retailing and/or Pedorthics.
- 4). Describe how this scholarship gift to you will help you give back to the shoe retailing and/or Pedorthic communities.

Return the complete Application which includes: 1) this form; 2) your answers to essay questions; 3) confirmation from your current or former employer of your footwear/foot care work experience; 4) letters of recommendation* from at least two people who are not related to you; and 5) any supporting documentation on course/conference costs to:

Scholarship Review Committee
Pedorthic Foundation
211 South Spring Street, Suite 3
Beaver Dam, WI 53916

Phone: 920-356-1200
info@pedorthicfoundation.org

** If your recommenders prefer, their letters can be sent directly to the Foundation address above. Envelopes must include your last name in the lower left corner.*

Notifications will be sent within six weeks of receipt. Thank you for your interest in shoe retailing and/or Pedorthics.

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