



The York Foundation for Public Education, Inc.
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2018-2019

The York Foundation for Public Education Employee Scholarships and The Dr. Steve Staples York County School Division Employee Scholarship

Application

Deadline:

March 8, 2019 5 PM

SBO 302 Dare Road

Guidelines for Application

Purpose

In order to support York County Employees with their continued professional development and education, the York Foundation for Public Education, Inc. (YFPE) is pleased to offer our “Steve Staples York County School Division Employee Scholarship.” This scholarship is offered to current York County School Division Employees having two or more years of longevity in the division and who aspire to continue their professional or career development.

Fundable Activities

The scholarship must be used to defray costs incurred by the scholarship winner to attend workshops, conferences or college courses (graduate or undergraduate).

York County School Division Employee Scholarships

- York Foundation for Public Education Employee Scholarships.
- Dr. Steve Staples York County School Division Employee Scholarship.

Eligibility

In order to be eligible for the scholarship, the candidate must have **completed at least two years** of continuous service with the York County School Division. At the time of submitting the application, candidates should be a full-time, non-licensed YCSD Employee (Para-Educators are not eligible for this scholarship).

Amount of Award

Two (2) \$500 scholarship will be awarded to two eligible candidates selected by a committee of at least three YFPE trustees. The majority of committee members shall have professional backgrounds in public education. Scholarship awards will be made in accordance with the judging criteria, within the allocated budget. **Dollar amount and the number of recipients may vary.**

Due Date

All completed applications must be submitted to **Katie Crowell, Foundation Liaison** at the York County School Board Office **no later than March 8, 2019 at 5:00 pm**. Scholarship recipients will be notified on or before March 29, 2019.

Required documentation

Scholarship recipients must submit evidence of completion of class or attendance of conference or workshop.

Application Requirements

A complete application must include the following information:

1. A completed entry form.
2. One letter of reference from the candidate's supervisor. The letter should address the candidate's commitment to championing excellence in the York County School Division.
3. Approval of conference attendance through the York County PDR process (if applicable).
4. Conference or workshop flyer or course description.

5. A one page letter written by the candidate that addresses in separate paragraphs each of the following topics:
 - Explain your need for the scholarship. Will the scholarship funds be used for conference or workshop fees, course tuition, travel expenses, room and board and/or materials and supplies?

Judging Criteria

Applications will be judged at the YFPE's sole discretion based on the candidates' demonstration of the following criteria:

- Demonstrated commitment to championing excellence in the York County School Division.
- The conference, class or workshop which the candidate plans to fund with the proceeds of the scholarship and how it relates to their personal or professional development.

Helpful Hints

Fill out the application form completely. **Incomplete and handwritten applications will not be considered.** Only conferences that have been approved through the PDF process will be approved.

Contact Katie Crowell, Foundation Liaison for further information (757) 898-0451 or kcrowell@ycsd.york.va.us

**2018-2019 Steve Staples York County School Division Scholarship
APPLICATION**

SUBMIT 8 COPIES OF THE APPLICATION

Name: _____

Job Title: _____

School: _____ School Phone: _____

Home Phone: _____ Email: _____

Total number of years as an employee in YCSD: _____

Complete one of the two options below and provide corresponding information.

Workshop/conference you plan to attend:

Title of event: _____

Date of event: _____

Estimated cost of event: _____

(Please submit conference flyer)

OR

Class in which you plan to enroll:

College or University: _____

Name of Course: _____

Date of Course: _____

Course Amount: _____

Have you applied for/or are you receiving tuition assistance outside of YCSD? Yes No

If yes: Name of agency or university _____

(Please submit conference flyer)

For Office Use Only

Application # _____

Expenses and estimated costs. (Please complete as appropriate)

Estimated cost of conference event: _____

Estimated cost of college course: _____

Transportation and Travel costs: _____

Other (specify): _____

Total expected costs _____

Will another agency or university share the costs? Yes No

If, yes, amount expected: _____

Supervisor Letter of Submission

Name: _____

Job Title: _____

School: _____ School phone: _____

Email address: _____

I acknowledge that all information on this application is complete and accurate to the best of my ability. I authorize the York Foundation for Public Education, Inc. (YFPE) to reproduce and/or publish my picture(s) or likeness (es) for the promotion of YFPE programs. I understand that I will not be reimbursed in cash or in kind now or in the future.

(Applicant Signature)

(Date)

- Complete this form and return it with the other application requirements detailed on page 2.

Note: After recipient is enrolled and successfully attending an accredited college or university, or workshop/conference, send registration record and request for payment to:

**Katie Crowell, Foundation Liaison
York County School Division, 302 Dare Road, Yorktown, VA 23692**

Disbursement of scholarship awards will be made upon receipt registration record and request for payment.

Entries must be submitted before March 8, 2019 at 5:00 PM