2013 Scholarship for Members

Eligibility

1. Be a current "active*" member of CTA (including members working on an emergency credential). ***Pursuant to CTA Bylaws**

2. Submit a complete application postmarked by the deadline – **February 8, 2013**. A complete application consists of pages 1-6 plus official transcripts.

3. College coursework should demonstrate high academic achievement. Explain any unique circumstance related to medical, physical or emotional difficulties which may have affected your grades.

   Note: ESP applicants refer to the applicant's statement directions (page 3 of application).

Evaluation of Applications

1. Scholarships are awarded based on:

▩ Applicant's Statement	30 pts	50%
▩ School and Community Activities	20 pts	
▩ Letter of Recommendation #1	25 pts	50%
▩ Letter of Recommendation #2	25 pts	
	100 pts	

   ▩ Points will be deducted if the guidelines are not followed.

2. Letters of recommendation must separately address each of the following categories:

   ▩ Involvement in and sensitivity to human, social and civic issues that reflect responsibility, reliability and integrity;

   ▩ Educational and personal achievements that reflect academic and/or vocational potential.

3. Applications are read in their entirety by a team of judges. The applications with the highest cumulative scores are chosen as scholarship recipients.

Scholarship Awards

1. CTA receives approximately 75 -100 applications in this category annually. A maximum of five (5) scholarships of up to $3,000 are awarded.

2. Scholarship applicants are notified by mail in May. In order to receive funds, scholarship recipients will be required to submit proof of registration for the summer or fall 2013 semester/quarter as:

   - A full-time student in an accredited institution of higher learning; or
   - Registered in an approved credential or degree program in an accredited institution of higher learning.
   - Registered in an approved technical training or certificate program if the applicant is an ESP member.

3. Scholarship funds must be used for education-related expenses only.

Deadline for submitting applications: February 8, 2013

A Complete Application Includes:

- ❑ **Membership Verification** (page 1). Must be signed by Chapter President or designee.
- ❑ **Applicant Information** (page 2). Applicant must sign.
- ❑ **Applicant's Statement** (page 3). Please provide word count.
- ❑ **School/Community/Professional Record** (page 4).
- ❑ **Letter of Recommendation #1 –** Educator (page 5). (Teacher, Counselor, Administrator, School Coach, College Professor). Please provide word count.
- ❑ **Letter of Recommendation #2 –** Community Member (page 6). A community member is someone who knows the applicant primarily outside of the school setting. **(No educators or immediate family).** Please provide word count.
- ❑ **OFFICIAL Transcripts** – Send **ONLY** official college transcripts bearing the school seal. Transcripts from the most recent years of coursework will be used to compute the applicant's GPA. Include prior college transcripts if units in your current program total less than 60 semester or 90 quarter units.

Directions:

- Please follow directions on each page. Applications where directions are not followed are considered incomplete.
- Applications that do not have the signature of the Chapter President or designee (page 1) are considered incomplete.
- Applications that are not signed by the applicant (page 2) affirming that he or she intends to enter an accredited school or appropriate training program are considered incomplete.
- **Letters of recommendation must address each category SEPARATELY or they WILL BE considered incomplete**. Judges must be able to evaluate and score each category independently.
- **Choose carefully the two (2) people that will be writing the letters of recommendation.** Select those that know you best and can address each category. Judges are looking for situations/examples that demonstrate achievement in each of the categories. Letters of recommendation for college will not be considered.
- Transcripts and letters of recommendation may be sent under separate cover. However, it is best to include the application in its entirety in one envelope. Some applications are left incomplete because a letter of recommendation or transcript never arrives in our office.

Forms must be postmarked no later than: February 8, 2013
Incomplete and Late Applications will NOT be Considered

RETURN ALL FORMS TO: CTA Scholarship Committee
Human Rights Department, c/o Janeya Dawson
Post Office Box 921
Burlingame, CA 94011-0921