

STATE SCHOLARSHIP GUIDELINES

ARTICLE I - PURPOSE

Georgia Alpha Delta Kappa shall have as its altruism project a scholarship fund for the purpose of aiding students who are in need of financial assistance while securing a college education.

ARTICLE II - FINANCES

Section 1: Fees

This project shall be financed by a fee paid by each chapter member of Georgia Alpha Delta Kappa. Donations shall also be accepted.

- A. Scholarship fees shall be paid to the Chapter Treasurer.
- B. The Chapter Treasurer shall send the scholarship fees from her chapter to the Vice President for Scholarships.
- C. Scholarship fees to the Georgia Alpha Delta Kappa Scholarship Fund shall be payable by January 1 of each year and shall be delinquent after January 31.
- D. Donations may be sent to the Vice President for Scholarships at any time during the biennium.

Section 2: Disbursements

The number of students receiving scholarships and the amount of money to be issued shall be the decision of the Scholarship Committee and the State Executive Board. The decision shall be determined by the following:

- A. Cash reserve in the Scholarship Treasury.
- B. Chapter nominations from the designated district.

ARTICLE III - COMMITTEE

Section 1

- A. State President
- B. State Vice President for Scholarships
- C. Chairmen of the two districts designated to select recipients of the State Scholarship during the current biennium. The district chairmen shall serve both years of the biennium.
- D. Two members appointed by the State President

Section 2

The Vice President for scholarships shall:

- A. Receive scholarship fees and donations.
- B. Serve as chairman of the Scholarship Committee.
- C. Communicate with and receive applications from chapters in the designated district.
- D. Forward copies of applications and adjudication forms to committee members.
- E. Present the names and qualifications of the applicants and the Scholarship Committee's recommendations to the Executive Board.
- F. Arrange for a personal conference with the applicant and the Scholarship

- Committee if needed.
- G. Keep a record of students receiving the scholarship and present the record to the next Vice President for Scholarships for future history.
- H. Update the State Scholarships Archives.

ARTICLE IV - DISTRICT ROTATION

Scholarships shall be awarded by districts in the following rotational order:

2011-2012	Augusta	2016-2017	Golden Isles
2012-2013	Athens	2017-2018	Columbus
2013-2014	Marietta	2018-2019	Dalton
2014-2015	Atlanta	2019-2020	Heart Of Georgia
2015-2016	Decatur	2020-2021	Albany

Please note the years listed are the years the scholarships will be paid. Applications from that district will be the preceding year. For example, during the year 2010-2011 applications will be accepted from the Augusta District. Scholarship recipients from the Augusta District will receive their scholarship for the following school year, 2011-2012.

ARTICLE V - QUALIFICATION OF RECIPIENTS

Section 1: Students

- i. A student nominated for a Georgia Alpha Delta Kappa scholarship shall be high school senior or college/university student with at least a B academic average and of high moral character. The scholarship recipient may be an undergraduate or graduate student.
- ii. A chapter, rather than an individual in the designated district, must recommend a student for consideration as a scholarship recipient. No chapter may submit more than one name. A chapter which is not in good standing because of nonpayment of any dues or assessments shall not be eligible to recommend a student.
- iii. A chapter recommending a recipient must screen carefully and be sure the student plans to complete the college/university year. The recipient or the recommending chapter could be expected to refund the amount of financial aid received unless the recipient was providentially hindered. Each recipient of the scholarship will be advised of this stipulation upon the award of the scholarship. Should the recipient not complete the academic year, appropriate action will be determined by the Executive Board.
- iv. The student must have made application to or be attending an accredited college/university. Preference shall be given to:
 1. Students preparing to teach.
 2. Daughters and sons of Alpha Delta Kappa members.
 3. Alpha Delta Kappa members without regard to district.

Section 2: Members of Georgia Alpha Delta Kappa

- A. Any members of Georgia Alpha Delta Kappa, without regard to district, who takes a leave of absence from her regular professional position to study for an

- advanced degree may become the recipient of the state scholarship. She must have been a member in good standing for four (4) years.
- B. No scholarship will be awarded to any member of an Alpha Delta Kappa family until at least three years have elapsed since a family member was the recipient of a Georgia Alpha Delta Kappa Scholarship.
 - C. An Alpha Delta Kappa member receiving this state scholarship is not eligible for the Presidents' Scholarship during the same year.

ARTICLE VI - APPLICATION

Section 1: Student Application

- A. An application form, prepared by the Scholarship Committee, shall be sent to the chapter presidents in the designated districts by October 31. All requested information concerning the student must be returned to the Vice President for Scholarships no later than March 1.
- B. For consideration, the Scholarship Committee shall require:
 - 1. A letter of recommendation from the recommending chapter.
 - 2. A completed form.
 - 3. A letter from the applicant telling of activities and future plans.
 - 4. High school or college/university transcripts and/or other vital records.
 - 5. A copy of the letter of acceptance from the college/university.
 - 6. Three letters of recommendation:
 - a. One from the high school counselor or the college academic advisor.
 - b. One from a person outside the family who knows the student.
 - c. One from a current or former teacher.
- C. All records of qualifications and letters of recommendation must be kept on file with the Vice President for Scholarships for two years.

Section 2: Members of Georgia Alpha Delta Kappa Application

- A. An application form, prepared by the Scholarship Committee, shall be sent by the Vice President for Scholarships to members requesting the application.
- B. For consideration, the Scholarship Committee shall require:
 - 1. A letter of recommendation from the member's chapter.
 - 2. A completed application form.
 - 3. A letter from the applicant stating the purpose of pursuing higher education, honors received, and the applicant's involvement in professional and civic organizations.
 - 4. College/university transcripts and/or other vital records.
 - 5. Two letters of recommendation:
 - a. One letter from a current or immediate past administrator or supervisor.
 - b. One letter from a person, outside the family, who knows the applicant.

C. All records of qualifications, application and letters of recommendation must be kept on file with the Vice President for Scholarships for two years.

ARTICLE VII - OBLIGATIONS OF THE SCHOLARSHIP RECIPIENT

Section 1: Submit school calendar and registration dates to the Vice President for Scholarships 4-6 weeks prior to the college/university registration day.

STATE SCHOLARSHIP APPLICATION

GEORGIA ALPHA DELTA KAPPA
STATE SCHOLARSHIP STUDENT APPLICATION FORM

Complete and return to State Vice President for Scholarships postmarked by **March 1.**

Name _____ SSN _____

Address _____ Telephone _____
_____ Email _____

Parents' Name _____ Address _____

High School attended/attending _____

High School activities and organizations in which you participated (attach separate list, if necessary)

GPA _____ (must be at least 3.0)

College/University planning to attend/attending _____

College/University activities and organizations in which you participated (attach separate list, if necessary)

College/University honors and awards received (attach separate list, if necessary)

Church and Community activities _____

Give any other information you would like considered _____

THE STUDENT APPLICATION SHOULD INCLUDE:

1. A letter of recommendation from the sponsoring chapter.
2. A completed application form.
3. A letter from the applicant indicating activities and future plans.
4. High school or College/University transcripts and/or vital records including GPA and SAT scores.
5. A copy of the College/University acceptance letter.
6. Three letters of recommendation:
 - a. One from the High School Counselor or the Academic College/University Advisor.
 - b. One from a person, outside the family, who knows the student.
 - c. One from a current or former teacher.
7. A recent photograph (wallet size).

The chapter president will mail the completed application packet to the VP of Scholarships. The address for the VP of Scholarships can be found in the state directory or on the GA Alpha Delta Kappa.

Signature of Applicant

Date

APPENDIX B

PAST STATE PRESIDENTS' SCHOLARSHIP GUIDELINES

ARTICLE I - PURPOSE

Georgia Alpha Delta Kappa has established a Presidents' Scholarship Fund for the purpose of assisting members who attend personal or professional continuing education programs. These scholarships are designed specifically for non-Alpha Delta Kappa sponsored conferences, conventions, seminars and workshops and may not be used for college course credit or personal travel.

ARTICLE II - FINANCES

Section 1: Fees

This project shall be financed by

- A. Donations by members, other individuals or chapters.
- B. State Altruistic projects as needed.

Section 2: Disbursements

Recipients receiving aid and the amount, not be exceed \$300.00 per member, shall be the decision of the Scholarship Committee and the State Executive Board. The decision shall be determined by:

- A. The cash reserve in the Presidents' Scholarship Treasury.
- B. The interest generated from available funds.
- C. The number of approved applications.

ARTICLE III - COMMITTEE

Section 1

The Scholarship Committee shall consist of the

- A. State President
- B. State Vice President for Scholarships
- C. Chairman of the two (2) districts designated to select recipients of the State Scholarship during the current biennium. The chairmen shall serve both years of the biennium.
- D. Two members appointed by the State President.

Section 2

The Vice President for Scholarships shall:

- A. Receive the scholarship monies and donations.
- B. Serve as Chairman of the Scholarship Committee.
- C. Present the names and qualifications of the applicants to the Scholarship Committee and the recommendations of the Scholarship Committee to the Executive Board.
- D. Award the Scholarship(s) to the recipient(s) by June 1.
- E. Provide each scholarship recipient with a Scholarship Report Form.

- F. Keep a record of the scholarship recipient(s) for the state scholarship archives.

ARTICLE IV - QUALIFICATIONS OF THE APPLICANT

Section 1

The recipient(s) of the Presidents' Scholarship:

- A. Shall have been a member of Georgia Alpha Delta Kappa for a minimum of three years.
- B. Shall currently be in good standing at all levels of Alpha Delta Kappa; and
- C. May or may not be actively engaged in the education profession.

ARTICLE V - APPLICATIONS

Section 1

The application form:

- A. Shall be obtained from the Chapter President or State Vice President for Scholarships.
- B. Must be postmarked or faxed no later than February 1.

Section 2

The Scholarship Committee shall require:

- A. Completed application form.
- B. Verification signature of the applicant's chapter president.
- C. Statement of plans for use of the scholarship to enhance professional or personal development.

Section 3

All records of qualifications and receipts shall be kept on file with the Vice President for Scholarships for two years.

ARTICLE VI - OBLIGATIONS OF THE SCHOLARSHIP RECIPIENT

Section 1

- A. Shall complete a Georgia Alpha Delta Kappa Recipients' Report Form and present to the Vice President for Scholarships.
- B. Shall present proof of attendance to the Vice President for Scholarships (if retroactive) within 30 days following the conference, seminar, workshop, etc.
- C. Shall be required to repay the entire amount of the scholarship without interest if any violation(s) of the Presidents' Scholarship Guidelines occurs.
- D. Will be recognized at state conventions.

PAST STATE PRESIDENTS' SCHOLARSHIP APPLICATION

GEORGIA ALPHA DELTA KAPPA
PRESIDENTS' SCHOLARSHIP APPLICATION FORM

Complete and return to the Vice President for Scholarships postmarked by **February 1.**

* A member may be awarded a scholarship only once during a biennium.

Name _____ SSN _____

Address _____

Home Telephone _____

Chapter _____ District _____

Date of Initiation _____ (must have been a member at least 3 years)

School _____ System _____

Position _____

Applying for funds to attend: _____

Registration Fee _____ Other anticipated expenses _____

Total Expected Expenses _____

Will you receive other financial assistance (School System or other means)?

Yes ____ No ____ If yes, how much will you receive? _____

Purpose of Conference/Meeting/Seminar/Workshop:

Please list explicit educational benefits. I/my students/my school/my system/and/or my community will receive from my attendance:

The applicant should mail the completed application to the VP of Scholarships. The address for the VP of Scholarships can be found in the state directory or on the GA Alpha Delta Kappa website.

Signature of Applicant

Signature of Chapter President

*Scholarship will not be awarded until after the April State Executive Board Meeting. Please keep a copy of your registration receipt or certification of completion.