



## ROBERT “BOB” REEVES SCHOLARSHIP

### History

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CASBO’s Associate Member Committee pays tribute to Robert E. “Bob” Reeves, longtime CASBO treasurer and ardent supporter of the Friends of Education Scholarship Fund, who passed away August 30, 2006, in Glendale, California. He was 89.

“Bob was a legend,” says his friend Ira Carter, a CASBO past president who worked with Dr. Reeves for many years. “He was totally dedicated to CASBO and to all the things we stood for in terms of self-improvement and being the best at whatever we are in life.”

Echoes another past president, Pat Gibbons: “He was just an extremely honest person.”

With integrity in business and enthusiasm for school business, Dr. Reeves served as CASBO treasurer for 12 years, amid a career spanning five decades. He retired as director of fiscal services for the Orange County Department of Education in 1989 at the age of 72, after serving in several Orange County school districts around his Glendale home, where he and his wife Beulah lived for 50 years.

“I thought he was never going to quit,” says Beulah. They met as teachers in Iowa and moved to California, where Dr. Reeves first taught college accounting courses before earning his doctorate in 1955 at the University of Southern California.

Dr. Reeves was devoted to CASBO’s Annual Conference & California School Business Expo, having missed only one annual event in 43 years. As a result of his ongoing support and close professional association with many CASBO presidents, he was one of just a few CASBO officers to be invited to the annual past president events at conference.

In 1989, Dr. Reeves received the Sky Joyner Award, presented by the Associate Member Committee in recognition of school business leaders who demonstrate outstanding skill, ability and service to their communities and professions.

In addition to his wife of 64 years, Dr. Reeves is survived by three daughters, two sons, nine grandchildren and seven great-grandchildren.

The Robert “Bob” Reeves Scholarship honors his memory by promoting continuing education and training for CASBO members. Any CASBO section with an active Associate Member Committee Liaison may award a \$1,000 scholarship to a deserving professional each year.



## **ROBERT “BOB” REEVES SCHOLARSHIP Fact Sheet**

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**Scholarship Title:** The Robert “Bob” Reeves Scholarship

**Scholarship Amount:** \$1,000

**Scholarship Sponsor:** Associate Member Committee (“AMC”)

**Who is eligible?** One active CASBO member from each section that has an active AMC Liaison every year. The applicant must meet one (1) of the following requirements in order to apply:

- Must be an active CASBO member enrolled in an education program which will lead to or promote progress within a school business profession as a CBO or other School Business Professional at the elementary, secondary or community college levels; or
- Must be an active CASBO member who is employed in the education field who desires to expand his/her knowledge related to a school business profession as a CBO or other School Business Professional; or
- Must be an active CASBO member who is a post-graduate candidate in a school business profession at a college or university in support of CBO or other School Business Professional training.

**Who selects the scholarship recipients from each section?** Each section board solicits its own applicants and selects its own winner.

**How do I apply?** Interested applicants must complete the form provided by the AMC (included in this application package).

**What is the timeline for awarding the scholarships?**

- ✓ Sections may solicit applicants from July 1 to September 30, or an earlier date set by their section board.
- ✓ Each section board reviews its own applicants and selects its scholarship winner by November 15, or by an earlier date set by the section board. Section boards should give preference to those applicants who are pursuing formal education or professional certifications.

- ✓ Each section board then provides a copy of its winning application to its respective section AMC Liaison, who in turn forwards it to CASBO and the AMC.
- ✓ Once the AMC approves the winning applications, it will notify CASBO, and CASBO staff then will issue checks payable to the scholarship recipients and provide them to each section president, or to each section's AMC Liaison.
- ✓ Scholarship checks should be presented to the scholarship winners at a section or other appropriate CASBO event no later than December 31 each year.
- ✓ CASBO and the AMC will announce the scholarship winners in CASBO publications and at the CASBO Annual Conference & California School Business Expo.

***What if an applicant is not selected during the prescribed timeline?*** Scholarship funds are available during the prescribed period of each CASBO fiscal year. If the timeline is not followed, the scholarship is not awarded and the funds are lost. There is no rollover of scholarships from year to year.

***How often can a person apply for a scholarship?*** Interested applicants may apply each year. Scholarship recipients are prohibited from applying for an additional scholarship for five years from the date of their previous selection.

***Can a section award more than one scholarship?*** It is the intention of the AMC that a single scholarship in the amount of \$1,000 be awarded each year.

***Can section board members apply for the scholarship?*** Yes, section board members are eligible but must not be present at or participate in the selection process.

***How can a section determine if an applicant is an active CASBO member?*** CASBO staff will provide verification of membership when requested.

***What if a scholarship winner does not use the scholarship funds?*** If a scholarship winner fails to use the scholarship funds as directed, he/she can face additional taxes and scrutiny by the IRS. The scholarship funds could be considered additional income if not used as intended. Scholarships are awarded on an honor system; and a written confirmation is included in the application stating that, if awarded a scholarship, the applicant promises to use the funds for the program for which the scholarship was awarded. Recipients should keep documentation of their use of scholarship funds for IRS review.



## ROBERT “BOB” REEVES SCHOLARSHIP Applicant Checklist

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- Obtain relevant documents:
  - ✓ Scholarship History
  - ✓ Scholarship Fact Sheet
  - ✓ Scholarship Application
  
- Check that you meet the pre-requisites for eligibility (as listed in the Fact Sheet). You must be an active CASBO member:
  - Whose section has an active Associate Member Committee Liaison;
  - Who has not received this scholarship within the past five (5) years; AND
  - Who meets one (1) of the following requirements:
    - Must be enrolled in an education program which will lead to or promote progress within a school business profession as a CBO or other School Business Professional at the elementary, secondary or community college levels; or
    - Must be employed in the education field with a desire to expand your knowledge related to a school business profession as a CBO or other School Business Professional; or
    - Must be a post-graduate candidate in a school business profession at a college or university in support of CBO or other School Business Professional training.
  
- Note: Preference will be given to those applicants pursuing formal education or professional certifications.*
  
- Obtain three (3) professional references (name, title, employer, phone number and email address).
  
- Complete *all* sections of the application.
  
- Send completed application and professional references to your designated section contact (as indicated on the application form) no later than September 30, or an earlier date if so designated by your section board.



## ROBERT “BOB” REEVES SCHOLARSHIP Application

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*(Please complete the application in its entirety. You may attach your resume, but it may not be substituted in place of a completed application. Failure to complete this application will result in disqualification.)*

1. **NAME:** \_\_\_\_\_

2. **CONTACT INFORMATION:**

Address: Home \_\_\_\_\_

Work \_\_\_\_\_

Phone: Home (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Email: Personal \_\_\_\_\_ Work \_\_\_\_\_

3. **EMPLOYMENT HISTORY** (list all positions held within the past five years, beginning with your most current position):

a. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

b. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

c. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

d. Title \_\_\_\_\_

District/Organization \_\_\_\_\_

Years (mm/yyyy to mm/yyyy) \_\_\_\_\_

4. **PROPOSED USE OF SCHOLARSHIP FUNDS** (complete one of the following):

a. Educational Degree Level \_\_\_\_\_

Location and Dates \_\_\_\_\_

b. Professional Development/Certification \_\_\_\_\_

Organization \_\_\_\_\_

c. Internship \_\_\_\_\_

District/Organization \_\_\_\_\_

d. Research Study \_\_\_\_\_

5. **DESCRIBE YOUR EDUCATIONAL, PROFESSIONAL DEVELOPMENT/  
CERTIFICATION, INTERNSHIP OR RESEARCH STUDY PLANS IN DETAIL:**

**STATE YOUR ULTIMATE EDUCATIONAL GOAL OR OUTCOME:**

6. **DESCRIBE YOUR PROFESSIONAL GOALS:**

7. **CASBO MEMBERSHIP DETAILS:**

- a. Member since \_\_\_\_\_
- b. Section \_\_\_\_\_
- c. List any voluntary leadership experience/activities with CASBO and the dates you performed them:

**8. OTHER PROFESSIONAL ORGANIZATION EXPERIENCE:**

a. Name \_\_\_\_\_

Member since \_\_\_\_\_

b. Name \_\_\_\_\_

Member since \_\_\_\_\_

c. Name \_\_\_\_\_

Member since \_\_\_\_\_

d. Name \_\_\_\_\_

Member since \_\_\_\_\_

**LIST ANY VOLUNTARY LEADERSHIP EXPERIENCE/ACTIVITIES WITH  
OTHER ORGANIZATIONS AND THE DATES YOU PERFORMED THEM:**



9. **PROFESSIONAL REFERENCES:**

- a. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_
- b. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_
- c. Name \_\_\_\_\_  
Title \_\_\_\_\_  
Employer \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

10. **SUBMISSION INSTRUCTIONS:**

Please submit your completed scholarship application to your section president no later than the application deadline specified below.

**APPLICATION DEADLINE:****September 30, 2017**