



*Smart business. Smart schools.™*

## **EASTERN SECTION**

### **SCHOLARSHIP OPPORTUNITIES AND APPLICATION**

The Eastern Section is happy to offer its members up to \$2,000 in scholarships under two separate categories:

**"Heroes of the Eastern Section"** – A scholarship will be made available to members of Eastern Section who wish to improve themselves through approved study programs, which will enhance the member's job-related skills or prepare them for entry into other areas of expertise.

**"Eastern Section"** – A scholarship made available to members of Eastern Section who wish to improve themselves through approved study programs, which will enhance the member's job-related skills and prepare them for promotions into other areas of expertise.

On behalf of the Associate Member Committee, the Eastern Section is also offering the following:

**Bob Reeves Associate Members Scholarship** – Each scholarship shall be \$1,000 to a CASBO individual or \$500 to two individuals in support of professional development in school business. CASBO section boards shall select the individual or individuals from their section pursuing education in the school business profession. Specifically, a CASBO individual who meets one of the following requirements may apply: a CASBO individual enrolled in an education program which will lead into or promote their progress within school business profession as a CBO at the elementary, secondary, or community college levels; an individual currently in the education field who desires to expand their knowledge related to school business profession as a CBO, or post graduate business profession candidate in the school business profession at a college or university in support of CBO training. It is preferred, but not required, that funds provided by this scholarship be spent on programs sponsored by CASBO.

# Heroes of the Eastern Section Scholarship

**Application Deadline: December 31, 2017**

This scholarship is available to members of Eastern Section who wish to improve themselves through approved study programs, which will enhance the member's job-related skills or prepare them into other areas of expertise.

The following considerations will structure the allocation of the funds:

- Member in Good Standing with CASSO for five (5) years.
- Applicant's positive performance in his/her position. (Determined by letter of recommendation from a current or past administrator/supervisor with direct knowledge of work performance).
- Applicant's explanation identifying how they will benefit from the scholarship.
- Applicant's involvement in Professional Volunteer work.
- Committee interview with Applicant, if needed.
- The successful candidate will be approved by the Executive Board and announced during the Job-a-Like on March 5, 2018.

## **Reimbursement**

Reimbursement will be based on completion of course work and/or training with a "PASS" in Pass/Fail programs, or a GPA of 2.8 and no grade lower than a "C" for classes being taken current to scholarship award or the two subsequent years. Upon completion of course work/training, the reimbursement form plus supporting documentation (receipts, official transcripts, etc.), must be submitted to the Eastern Board of Director's Treasurer within one (1) month of completion.

## **Award**

The recipient will be recognized by the Executive board at the Job-a-Like on March 5, 2018.

All reimbursements must be submitted to the Eastern Section Executive Board no later than 24 months from the award date or any unpaid amount will be forfeited by the recipient.

# Eastern Section Scholarship

**Application Deadline: December 31, 2017**

Scholarships are made available to members of Eastern Section who wish to improve themselves through approved study programs, which will enhance the member's job-related skills and/or prepare them for promotions into other areas of expertise. The Eastern Section provides scholarships in accepted programs which are available for scholarship recipients.

The following considerations will structure the allocation of the funds:

- Member in Good Standing with CASSO for two (2) years.
- Applicant's positive performance in his/her position. (Determined by letter of recommendation from a current or past administrator/supervisor with direct knowledge of work performance).
- Applicant's explanation identifying how they will benefit from the scholarship.
- Applicant's involvement in Professional Volunteer work.
- Committee interview with Applicant, if needed.
- The successful candidate will be approved by the Executive Board and announced during the Job-A-Like on March 5, 2018.

## **Reimbursement**

Reimbursement will be based on completion of course work and/or training with a "PASS" in Pass/Fail programs, or a GPA of 2.8 and no grade lower than a "C" for classes being taken current to scholarship award or the two subsequent years. Upon completion of course work/training, the reimbursement form plus supporting documentation (receipts, official transcripts, etc.), must be submitted to the Eastern Board of Director's Treasurer within one (1) month of completion.

## **Award**

The recipient will be recognized by the Executive board at the Job-A-Like on March 5, 2018.

All reimbursements must be submitted to the Eastern Section Executive Board no later than 24 months from the award date or any unpaid amount will be forfeited by the recipient.

Scholarship Selection Committee consists of the following: President-Elect, Directors I, II, III, and IV from the Eastern Section Board of Directors, and the Associate Member Representative. The committee will review applications and nominate finalists. The successful candidates will be approved by the Executive Board. All reimbursements must be submitted to the Eastern Section Executive Board no later than 24 months from the award date or any unpaid amount will be forfeited by the recipient.

# **Bob Reeves Associate Members Section Scholarship**

**Application Deadline: October 31, 2017**

The Associate Members of CASBO have established the Bob Reeves Associate Members Section Scholarships which will be administered by each CASBO section board. Each scholarship shall be \$1,000 to a CASBO individual or \$500 to two individuals in support of professional development in school business. The six (6) scholarships shall be funded from the Associate Members Committee budget.

In order for each CASBO section to qualify and receive the scholarship funds, the section must have an active Associate Member section liaison serve on its section board and attend Associate Member Committee Meetings that consists of four (4) to six (6) meetings during each year. If the CASBO section has an active liaison on its board and attends 100% of the Associate member Committee meetings or is excused from attendance from one or more meetings each year the section's Associate Member liaison shall present the section with a \$1,000 check for the scholarship at the section's annual winter meeting.

The CASBO section boards shall select the individual or individuals from their section pursuing education in the school business profession. Specifically, a CASBO individual who meets one of the following requirements may apply:

A CASBO individual enrolled in an education program which will lead into or promote their progress within school business profession as a CBO at the elementary, secondary, or community college levels.

An individual currently in the education field who desires to expand their knowledge related to school business profession as a CBO; or

Post graduate business profession candidate in the school business profession at a college or university in support of CBO training.

It is preferred, but not required, that funds provided by this scholarship be spent on programs sponsored by CASBO.

Applicants must provide the information to their section president by October 31, 2017.

# Scholarship Application



I am applying for (check all that is applicable):

- Heroes of the Eastern Section (minimum 5 years CASBO Membership) Deadline December 31, 2017
- Eastern Section (minimum 2 years CASBO Membership) Deadline December 31, 2017
- Bob Reeves Associate Members Deadline October 31, 2017

CASBO Membership Number: \_\_\_\_\_ Number of Years: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Position: Title \_\_\_\_\_  
District/Organization \_\_\_\_\_

Previous Position: Title \_\_\_\_\_  
District/Organization \_\_\_\_\_

Previous Position: Title \_\_\_\_\_  
District/Organization \_\_\_\_\_

Previous Position: Title \_\_\_\_\_  
District/Organization \_\_\_\_\_

Proposed Use of Scholarship Funds:  
\_\_\_\_\_  
\_\_\_\_\_

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

Estimated Costs:  
\_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Please complete the following information.  
Attach extra pages if needed.



List your voluntary leadership experience, activities and dates:

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Career Goals:

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Professional Goals:

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Other Professional Organization Experience:

(Please List Dates)

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Please attach a letter of recommendation from a current or past administrator or supervisor who has direct knowledge of your work experience and educational goals.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed scholarship application to:

Patricia McCaughey  
c/o Orange County Department of Education  
200 Kalmus Dr  
Costa Mesa CA 92626

email: pmccaughey@ocde.us