



ROBERT “BOB” REEVES SCHOLARSHIP

Fact Sheet

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

- 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

(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.

To find your section president:

- Visit casbo.org > [Informed + Involved](#) > [Sections](#)
- Click on your region on the section map
- Scroll down to “Leadership” to see your section's Board of Directors

APPLICATION DEADLINE:

~~September 30, 2022~~

Extended to: Friday, October 14, 2022