|  |  |
| --- | --- |
| **North Carolina Cooperative Extension Administrative Professionals’ Association** | Herter-O’Neal Scholarship Guidelines |
| Basic Information |
| * This scholarship is offered to anyone pursuing a college degree (Associate or Bachelor’s) in business or a business-related field of study with the exception of current members or those eligible to become members of the NCCEAPA.
* Applicants must be a legal resident of North Carolina.
* The privacy of applicants will be protected.
* Scholarship amount: $750
* Funds are paid directly to the school and not to the individual.
* Effective 2008 – scholarship is open statewide.
 |
| State 2nd Vice President Responsibilities |
| Update materials.* Notify all District Professional Development Chairs of scholarship guidelines, details, and deadline of April 1.
* Form an outside committee to judge district finalists' applications received by the State 2nd Vice President.
* Notify the state winner of the Herter-O'Neal Scholarship by letter.
* Notify district finalists not chosen - follow template letter.
* Notify all District Professional Development Chairs of the state recipient.
* Prepare and present scholarship report at NCCEAPA state meeting.
 |
| District Professional Improvement Committee Responsibilities |
| * Establish deadline to receive applications in order to process them by the state deadline.
* Provide updated materials and deadlines to each County Administrative Assistant in their district.
* Receive all applications from their respective district by established deadline.
* Meet to review applications and select a district finalist.
* Provide district finalist applications to State 2nd Vice President for selection of Scholarship recipient.
* Notify district level candidates not selected for submission to state.
 |
| County Administrative Assistant Responsibilities |
| * Visit Financial Aid Officer at local colleges and also high schools to provide application materials (brochure/flyer/application form).
* Provide news release to local newspapers.
* Submit county applications to District Professional Improvement Committee chairperson.
* Coordinate and make presentation (if the state recipient is from your county).
* Provide news release to local newspaper(s) about the recipient.
 |