**NCCEAPA Herter O'Neal Scholarship Timeline**

**Jan 10th** - **State 2nd Vice President** updates application form and sends application and information to District Professional Development Committee Chairs.

**Jan 15th** - **District Professional Development Committee Chair** establishes a deadline (possibly March 20th) and adds it to the application form and sends application materials to Administrative Assistants in individual counties to be distributed to local high schools and community colleges.

**Jan 20th** - **Administrative Assistants** add local contact information to materials and contact Financial Aid Officers at local colleges and Counselors at high schools and provides application materials (brochure/flyer/application form).

**March 25th** - **Administrative Assistants** send all applications received to the District Professional Development Committee Chair.

**March 30th** - **District Professional Development Committee Chair** recruits non-biased judges and meets with them to determine the district nominee to be submitted to the State 2nd Vice President.

**April 1st (firm deadline)** - Each **District Professional Development Committee Chair** submits one application to the State 2nd Vice President.

**April 15th** - **2nd VP** recruits non-biased judges and meets with them to determine the State Recipient.

**May 1st** - **State 2nd VP** notifies the State Recipient by letter.

**May 5th** - **State 2nd VP** notifies the State finalists not chosen by letter.

**May 5th** - **State 2nd VP** notifies all District Professional Develop Chairs of the State recipient.

**May 5th** - **State 2nd VP** notifies State Treasurer of the State recipient.

**May 15th** - **County Administrative Assistant** in recipient’s county provides a news release to local newspapers.

**September State Meeting** - **State 2nd VP** prepares a report and presents at the NCCEAPA State meeting.

**Link to scholarship documents:**  https://ncceapa.ces.ncsu.edu/awards-and-scholarships/

**Recommended due dates except highlighted in RED.**

**If a County Administrative Assistant is not a member of the Association, then another county support staff may fulfill this role.**