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| **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. | |