

## **CONTINUING EDUCATION SCHOLARSHIP FOR PTA VOLUNTEERS**

Continuing Education Scholarships for PTA Volunteers for up to \$500.00 are available from the California State PTA to enable PTA volunteers to continue their education.

### **AVAILABILITY**

Scholarship funds are available to PTA volunteers who have given (3) three years of volunteer service to PTA and who plan to continue providing volunteer services to PTA. Scholarships are available for continuing education use at an accredited college, university, trade or technical school. Scholarships may be utilized during the period January 1 to December 31. Courses must be completed by December 31 of the following year.

### **APPLICATION AND DUE DATE**

An application (including two reference forms) may be obtained from the *California State PTA Toolkit*, the California State PTA office or on the website at [www.capta.org](http://www.capta.org). References are to be completed by applicant's unit, council or district PTA president and a person unrelated to applicant and with whom applicant has volunteered in the past two years. Completed reference forms and letters should be given to the applicant in a sealed envelope to be included with the application packet. Reference form and letter must be written specifically for this scholarship application.

Completed application, a legible copy of applicant's current PTA/PTSA membership card on an 8-1/2 x 11 sheet of paper, an essay and the reference forms and letters in sealed envelopes are to be mailed together in ONE envelope to the California State PTA. Application envelope must be received in the California State PTA office by the close of business on November 15. When November 15 falls on a weekend, applications are due in the State PTA office by close of business on the following Monday. Postmarks will not be accepted. Application will not be considered if received after due date or if any of the required materials are missing. Original application and reference forms with letters must be mailed; facsimiles will not be accepted.

### **QUALIFICATIONS**

Scholarships are granted to PTA volunteers who have given (3) three years' volunteer service to PTA and who plan to continue providing volunteer services to PTA. Applicant must be a current member of a PTA/PTSA unit in good standing.

### **SELECTION**

Recipients are selected by representatives of the California State PTA Scholarship and Grant Committee. All applicants will be notified of their standing by letter in January. A check for the scholarship is sent to each recipient's district PTA president for presentation to the recipient. Proof of registration and completion of course work are due to the California State PTA office by June 1.

10/2008

# APPLICATION

## CONTINUING EDUCATION SCHOLARSHIP FOR PTA VOLUNTEERS

*Course(s) must be completed by the following December 31*

Scholarships are available to PTA volunteers who have given (3) three years' volunteer service to PTA and who plan to continue providing volunteer services to PTA.

### DUE DATE FOR RETURN — NOVEMBER 15

APPLICATION WILL NOT BE CONSIDERED IF RECEIVED AFTER DUE DATE

Please type or print **legibly**.

|                     |            |             |
|---------------------|------------|-------------|
| _____               | _____      | _____       |
| Last Name           | First Name | Middle Name |
| _____               | _____      | _____       |
| Street Address      | City/State | Zip Code    |
| _____               | _____      | _____       |
| Area Code/Telephone | E-mail     |             |

PTA Unit \_\_\_\_\_

PTA Council (if in council) \_\_\_\_\_ District PTA \_\_\_\_\_

**Total number of years:**

as a PTA/PTSA volunteer in California \_\_\_\_\_ in other states \_\_\_\_\_

SIGNATURE of applicant (required) \_\_\_\_\_ Date \_\_\_\_\_

|  |  |
|--|--|
| <p><b>List course(s)</b> selected for continuing education. If course schedule is not available, indicate subject area/ field of interest.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Name accredited college, university, trade or technical school you plan to attend.</p> <p>_____</p> <p>_____</p> | <p><b>PROVIDE THE FOLLOWING:</b> (MAXIMUM – two pages.)</p> <ol style="list-style-type: none"> <li>1. Describe your PTA/PTSA leadership responsibilities and volunteer services.</li> <li>2. Describe how the above course(s) will improve your effectiveness as a PTA volunteer in working with children and youth.</li> <li>3. Describe your involvement in school/student extracurricular activities.</li> </ol> <p><b>RETURN APPLICATION PACKET IN THE FOLLOWING ORDER, ATTACHING A PAPER CLIP TO THE UPPER LEFT HAND CORNER (DO NOT STAPLE):</b></p> <ol style="list-style-type: none"> <li>1. Completed application form</li> <li>2. Legible copy of your current membership card on 8-1/2" x 11" sheet of paper</li> <li>3. Essay response to information items 1-3, maximum two (2) pages</li> <li>4. Two (2) reference forms with letters, in sealed envelopes</li> </ol> |
|--|--|

**RETURN TO:** California State PTA, 2327 L Street, Sacramento, CA 95816-5014

**FACSIMILES WILL NOT BE ACCEPTED**

|                        |  |   |
|------------------------|--|---|
| <b>OFFICE USE ONLY</b> | <input type="checkbox"/> Copy of current membership card | <input type="checkbox"/> Two (2) reference forms with letters |
|                        | <input type="checkbox"/> Unit ID Number _____            | <input type="checkbox"/> Unit in good standing                |

## CONTINUING EDUCATION SCHOLARSHIP REFERENCE FORM

**DATE DUE TO CALIFORNIA STATE PTA OFFICE BY APPLICANT – NOVEMBER 15**

**CHECK APPLICABLE SCHOLARSHIP:**

- SCHOOL NURSES** — On a separate sheet, give an evaluation of the abilities and characteristics of the applicant, as well as comments regarding applicant's personal and professional qualifications. Include any of the applicant's PTA or other volunteer work of which you are aware. Information provided will be considered confidential. **Please limit letter to one page.**
- TEACHERS & COUNSELORS** — On a separate sheet, give an evaluation of the abilities and characteristics of the applicant, as well as comments regarding applicant's personal and professional qualifications. Include any of the applicant's PTA/school/student extracurricular activities of which you are aware. Information provided will be considered confidential. **Please limit letter to one page.**
- PTA VOLUNTEERS** — On a separate sheet, give an evaluation of the abilities and characteristics of the applicant, as well as comments regarding applicant's personal and professional qualifications. **Unit/council/district PTA president – describe applicant's PTA volunteer involvement.** Information provided will be considered confidential. **Please limit letter to one page.**

**RETURN REFERENCE FORM WITH LETTER IN A SEALED ENVELOPE  
DIRECTLY TO APPLICANT TO BE INCLUDED IN APPLICATION PACKET.**

**APPLICANT NAME** \_\_\_\_\_

Reference form completed by \_\_\_\_\_

Title/Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

10/2008