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SCHOLARSHIP AWARDS RECOMMENDATION EXECUTIVE SUMMARY

Developing Our Members-----*Investing in the Future*

GOALS:

- ✓ Increase interest and participation in the programs
- ✓ Increase the impact of the programs to the participants, the donors and the organization
- ✓ Promote the building of future leaders within the industry and the organization

METHOD:

- ✓ Annual scholarships to public safety communications professionals who have long term career goals and demonstrate a commitment to excellence in their chosen field
- ✓ Twelve month scholarships with discretionary application from an approved list of professional training during the term of the scholarship

FUNDING:

- ✓ Funding in the amount of 50% Annual Dues Income (The allocated money will not be rolled over year to year, if it is not used.)

AWARDS

- ✓ Awards in significant sums which will afford the recipient an opportunity to pursue training which will enhance their career goals.
- ✓ The number of awards and the amount of each award to be determined annually based on available funds
- ✓ APCO membership included during the duration of the scholarship

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall be comprised of the President, First Vice President and 3 Active Members appointed by the President (to include the Treasurer.)

FUNDING

Identification of the Annual Award Funds

It is recommended that a report be submitted by Treasurer to the Scholarship Committee at the close of the Calendar Year. Included in this report should be the financial information on funds accrued through Membership Dues, and Interest accrued on the Chapter Money Market Account. The Scholarship Committee will review these figures and make written recommendation to the Board of Officers prior to the next scheduled Chapter meeting. The Scholarship Committee's recommendation should include, based on the financial figures, the total funds available for scholarship award, the number of scholarships to be awarded and the amount of each available scholarship to be awarded.

The report should also include a summary of the scholarships as they were applied for the prior year.

Application of Scholarship Funds

The Institute ADCOMM will develop a list of approved professional training to which scholarship funds may be applied. Initially this list will include all classes provided by the APCO Institute. However, it is the goal of the ADCOMM to see these scholarships become professional development tools in a diverse and changing industry. As the program advances, expert training in areas not addressed by APCO Institute classes may be desirable. The Scholarship Committee will use the ADCOMM list as a guideline. As a part of its annual recommendation to the Board of Officers, the Scholarship Committee will present a schedule of approved tuition alternatives.

Scholarship recipients will maintain, at their own personal expense, their Annual APCO membership dues. An amount equal to 1/3 of the total scholarship award may be applied to registration for State and/or National APCO Conferences.

Scholarship funds will apply to books, tuition, registration, or other actual course expenses but may not be applied to travel or living expenses.

Completion of Funded Courses

Scholarship recipients should return certificates of course completion to the Atlantic Chapter within 30 days of course completion. All courses must be scheduled prior to the closure of the scholarship period and completed within 60 days of completion of the scholarship period.

Chapter Mentors

Program goals address developmental as well as educational aspects of career development. As the oldest and most widely respected organization of public safety communications professionals, APCO encompasses an extremely qualified pool of mentors. APCO Chapters have an important role as the source of these mentors. Chapters will be offered the opportunity to develop lists of members who are willing to serve as mentors for scholarship recipients. At the request of a scholarship recipient, a Chapter Mentor will be assigned.

APPLICATIONS

Applicants

Applicants should meet the following standards:

- ✓ Currently employed in the Public Safety Communications field
- ✓ Have accumulated at least one year of experience within their chosen field with at least eight months of continuous service.
- ✓ A member of APCO or willing to maintain active membership during the duration of the scholarship period.
- ✓ Provide with the application, a letter of recommendation from the current employer
- ✓ Demonstrate a commitment to high career standards with long term goals in public safety communications.
- ✓ Demonstrate commitment to continuing education and self improvement
- ✓ Submit a completed application within the prescribed time frame.

Application Time Line

The application process should close by Jun 1 with awards being announced at the annual International Conference.

Application Content

A sample of the suggested application form is included with this recommendation under exhibit A. A complete application should consist of the following:

- ✓ Completed Application form
- ✓ A brief summary of work history
- ✓ Letter of recommendation from the current employer
- ✓ Questions and answers.
- ✓ Essay on career goals and training objectives.

Selection Criteria

The various sections of the Scholarship Application, Exhibit A, will be rated 1 to 5 (5 being the most acceptable.) With a maximum possible score of 30/30

Selection Process

Applications will be reviewed and scored by the Chapter Scholarship Committee. The Committee will then make recommendation to the Board of Officers.

EXHIBIT A

ATLANTIC CHAPTER SCHOLARSHIP FUND APPLICATION

Please complete all sections of the application form in legible handwriting or other electronic means (typewriting or computer word processing)

SECTION I APPLICANT INFORMATION

Last Name First Name Middle name or initial

Mailing Address: _____

City: _____ State/Province: _____

Zip/Postal Code: _____

APCO Membership Number: _____ (if applicant is an APCO Member)

Work: (____) _____ Home: (____) _____

Email: _____

Current Employer:

Name of Agency: _____

Address: _____
City: _____ State/Province: _____

Zip/Postal Code: _____

Position Held: _____

Length of Employment: _____

Supervisor Name: _____

Phone: (____) _____ Email: _____

SECTION II Work History

Please attach an employment history spanning your experience in public safety experience. Please provide agency names, City and State/Province, and length of

EXHIBIT B

APPLICANT RATING SCALE

Applicants Name: _____

Contact No. _____

Please circle your appropriate response base on the following scale:

1 – least acceptable to 5 – most acceptable

- 1. Application form has been correctly submitted. 1 2 3 4 5
- 2. Employers recommendation is exemplary. 1 2 3 4 5
- 3. Five year goals are realistic and attainable. 1 2 3 4 5
- 4. Significant contribution made or desired is commendable 1 2 3 4 5
- 5. Essay is clear and concise. 1 2 3 4 5
- 6. Reasons for application are valid and genuine. 1 2 3 4 5

SCORE /30

OTHER COMMENTS:

Scholarship Committee Member: _____

Signature: _____