

APCO ATLANTIC CHAPTER

SCHOLARSHIP AWARDS PROGRAM

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

Updated: March 11, 2011

GOAL

The Atlantic Chapter of APCO is committed to increasing the interest and participation in the programs provided by the association, to increase the impact of the programs to the participants, the donors and the organization, as well as promoting the building of future leaders within the profession and the association. To these ends the Atlantic Chapter of APCO has established a Scholarship Awards Program. The Chapter Board of Officers truly feels the developing of our members is an investment in the future.

SCHOLARSHIP COMMITTEE

A Scholarship Committee has been established and is comprised of the Chapter President, First Vice President, Treasurer, and two (2) members from the Active Member classification appointed by the President. The Scholarship Committee shall review all scholarship applications received and make written recommendation to the Board of Officers for approval of all Scholarship Awards.

FUNDING

The Chapter shall provide 50% of their Annual Dues Income for the purpose of funding the Scholarship Program. The Treasurer shall submit a report to the Scholarship Committee at the close of the calendar year identifying that amount of annual award funds available for the coming year. This report will include the financial information on funds accrued through membership dues and interest accrued on the Chapter Money Market Account. The Scholarship Committee shall review these figures and make a written recommendation to the Board of Officer prior to the next scheduled Chapter meeting. The Scholarship Committee's recommendation shall include, based on the financial figures, the total funds available for scholarship awards, 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.

Any unused and/or funds not awarded shall not be rolled over to the following year but will be returned to the Chapters general bank account.

APPLICATION OF SCHOLARSHIP FUNDS

The APCO Institute ADCOMM will develop a list of approved professional training to which scholarship funds may be applied. As one of our goals is to increase interest and participation in APCO programs, this list will include all classes provided by

the APCO Institute including the APCO Virtual College in partnership with Jacksonville State University.

It is also the goal of the Chapter to see these scholarships become professional development tools in a diverse and changing industry. Expert training in areas not addressed by APCO Institute classes may be desirable. The Scholarship Committee shall use the ADCOMM list as a guideline but as part of its annual recommendation to the Chapter Board of Officers, the Scholarship Committee shall present a schedule of approved tuition alternatives.

Scholarship Award Funds may also be applied to registration fees for Chapter and/or National APCO Conferences not to exceed one-third (1/3) of the total scholarship award. Awards shall apply to books, registration, or other actual course expenses but may not be applied to travel, lodging, meals or any other living expenses.

COMPLETION OF FUNDED COURSES

Scholarship recipients shall return certificates of course completion along with paid receipts for allowable course expenses to the Atlantic Chapter Treasurer within thirty (30) days of course completion. All courses must be scheduled prior to the closure of the scholarship period and completed within sixty (60) days of the end of the scholarship period.

Requests for allowable registration fee reimbursement for Chapter and/or National APCO Conferences shall require a copy of the registration form and a paid receipt showing the actual amount paid.

CHAPTER MENTORS

The Scholarship 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. The Chapter will establish a list 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

All applicants shall meet the following standards:

- Be currently employed in the Public Safety Communications field.
- Have accumulated at least one (1) year of experience within their chosen field with at least eight (8) months of continuous service.
- Be a member of the Atlantic Chapter of APCO within the “Active” or “Member” Classification or willing to maintain membership in these classifications during the duration of the scholarship period.
- Provide with the application, a letter of recommendation from their 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

All applications must be received by the Scholarship Committee no later than June 1st of each year. Scholarship Awards will be announced at the Atlantic Chapter meeting held at the APCO Annual International Conference. Absolutely no late applications will be accepted.

Application Content

The application form is included with this program packet under Exhibit “A”. A complete application shall consist of the following:

- Completed Application Form.
- A brief summary of work history.
- A letter of recommendation from the current employer.
- All inquiry and response questions answered.
- Essay on career goals and training objectives as well as an explanation of your demonstration to a commitment to high career standards and commitment to continuing education and self improvement. Use separate sheet of paper for essay.

Application Submission

All applications shall be submitted to the Chairperson of the Scholarship Committee. The address of the current Chairperson can be found on the APCO Atlantic Chapter web page <http://www.apco-atlantic.org>.

Selection Criteria

The various sections of the Scholarship Application, Attachment "A", will be rated 1 to 5 with 5 being the most acceptable. The Applicant Rating Scale is shown in Attachment "B". The maximum score will be 30 out of 30.

Incomplete applications will not be scored and/or processed for a Scholarship Award.

Selection Process

All complete applications will be reviewed and scored by the Chapter Scholarship Committee. The Committee will then make recommendations to the Board of Officers who shall vote on final approval of the Scholarship Awards.

Attachment "A"

**APCO ATLANTIC CHAPTER
SCHOLARSHIP FUND APPLICATION**

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

SECTION 1 – APPLICANT INFORMATION

Last Name	First Name	Middle name or initial
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Mailing Address: _____

City: _____ State: _____ Zip: _____

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

Work Telephone Number: () _____

Home Telephone Number: () _____

Email: _____

Current Employer:

Name of Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Position Held: _____

Length of Employment: _____

Supervisors Name: _____

Telephone Number: () _____ Email: _____

3. Discuss any areas of Emergency Communications you would like to see changed or improved and describe the changes you would deem significant and beneficial.

SECTION V - ESSAY

Please describe in your own words (between 500 and 1,000 words) your reasons for applying for this scholarship and what you hope to achieve if you are selected. Attach your essay on a separate sheet of paper.

SECTION VI – ADDITIONAL INFORMATION

Please include any additional information you would like to share (hobbies, family, etc.) or information you feel is important to your Scholarship request.

Applicants Signature: _____ Date: _____

Attachment "B"

APCO ATLANTIC CHAPTER SCHOLARSHIP FUND

APPLICANT RATING FORM

Applicants Name: _____

Contact Telephone Number: () _____

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 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: _____ (Print Name)

Signature: _____