TSO Maetha Griffin Weatherby Educational Travel Scholarship Guidelines | 2018

I. **PURPOSE**

The purpose of the Maetha Griffin Weatherby Educational Travel Scholarship is to assist members in educational pursuits by providing matching funds to support travel expenses. This scholarship fund was established in 2002 with a $50,000 bequest from former Nu Chapter member, Maetha Griffin Weatherby, and is for active TSO educators to enhance the member's educational background and effectiveness as an educator.

II. **AMOUNT**

A. The maximum amount available per member will be **$1,500**.
B. Applicant will be responsible for 50% or more of the total expense.
C. Applicants may apply for any amount up to the maximum of $1,500.

III. **GENERAL INFORMATION/ELIGIBILITY**

A. Applicant must secure current form on line at www.dkgtexas.org .
B. Applicants must have been a member of the Texas State Organization (TSO) for a minimum of ten years **before June 1** of the application year.
C. Applicant should document active participation in the TSO of The Delta Kappa Gamma Society International through such things as attendance at chapter meetings, service through committees, elected offices, chapter projects and activities, attendance at workshops, conferences, conventions, etc.
D. **Applicant must be employed in the education profession at the time of application and remain employed in education during the academic year following the application**.
E. Travel must have an educational purpose.
F. In the Goals/Justification of Travel Experience, applicant must include a detailed description of the proposed event or activity, articulate the specific goals of the certificate pursued, and the professional enhancement expected to be experienced.
G. Members must have attended **at least one** Alpha State Convention.
H. The applicant is responsible for submitting all required data including, completed application and endorsement letters.
I. The scholarship chair or committee can assume no responsibility for collecting data for any application.
J. Incomplete/Unsigned applications will not be considered**.**
K. **Faxed** applications will **not** be accepted.
L. Scholarship recipients are expected to remain active contributing members of the Society.

IV. APPLICATION PROCEDURE

A. The application form must be completed in its entirety and must be signed by the applicant.
B. The application form must be accompanied by **two (2) letters** of recommendation with signatures:
   1. One letter must be from the chapter president The letter should address chapter participation in areas such as attendance, committees, projects, chapter activities and offices held. *(If applicant is the current chapter president, please state that fact and secure a substitute letter from another officer.)*
   2. The second letter of support must be from the immediate

supervisor of the applicant or someone to endorse her current educational involvement

C. The completed application, the two letters of recommendation must be submitted in **one** envelope.

D. The application materials must be postmarked no later than March 1 of the year in which the application is made.

VI. **INFORMATION ON DISTRIBUTION AND DOCUMENTATION**

A. Stipends are paid **after July 1** of scholarship year.

B. Stipends of up to $1,500 are paid after recipient provides proof of enrollment or activity completion to TSO office.

C. The scholarship time period is one year: beginning July 1 and ending June 30 of the following calendar year. **No recipient will receive an award unless enrollment is for the time period for which the scholarship is granted.**

D. A recipient may receive the educational travel scholarship **only one (1) time**.

E. Proceeds from the travel scholarship may not be used in combination with other TSO/ASTEF or International Delta Kappa Gamma Scholarship activities.

CHECK LIST: Did you remember to:

_____1) sign your application?

_____2) provide two letters of recommendation with signatures?

_____3) give your date of initiation?

_____4) complete the Goals/Justification of the proposed Travel Experience?

_____5) document your contribution to the Texas State Organization of Delta Kappa Gamma Society International?

_____6) respond to each request for information?

_____7) submit <u>all</u> required data in <u>**one**</u> envelope?

MUST BE POSTMARKED NO LATER THAN MARCH 1, 2018