TSO Guidelines for Specialized Certification Scholarship | 2027

I. PURPOSE

The overall purpose of the TSO Scholarship Program is to fulfill Society Purpose V.

II. GOAL

To provide funds to TSO members for a specialized certification that does not require graduate courses. The course work must **not** be paid by or reimbursed by a school district or other place of employment.

III. AMOUNT:

A. The maximum amount available per member will not exceed $1,000.
B. Applicant may apply for any amount up to the maximum of $1,000.
C. TSO will pay 50% of the total cost of the course up to $1,000.

IV. GENERAL INFORMATION/ELIGIBILITY

A. Applications are available online at www.dkgtexas.org .
B. Applicant must have been a member of the Texas State Organization (TSO) for a minimum of **two (2) years before June 1** of the application year.
C. Eligible applicants must be currently employed in the field of education and must have previously earned a degree in education and a Texas teaching certificate or alternative certification.
D. Applicant must document active participation in the TSO of Delta Kappa Gamma through such things as attendance at chapter meetings, service through committees, elected offices, chapter projects and activities, attendance at workshops, conferences, conventions, etc.
E. Scholarship recipients are expected to remain active contributing members of the Society. See Section V.E. for information about expectations related to future involvement in TSO/ DKG (**Goals for Future TSO/DKG Involvement**).
F. As a condition of receiving the scholarship and upon completion of the scholarship period, the recipient must complete and submit a **Scholarship Report** to the Chair of the TSO Scholarship Committee. The recipient must also submit an unofficial copy of the transcript or other evidence showing completion of the coursework to the TSO Scholarship Chair.

V. APPLICATION PROCEDURE

A. The application form must be completed in its entirety and must be signed by the applicant. The application should be completed using the TSO template.
B. Three **(3) letters** of recommendation **with original signatures** must be sent as attachments along with the application:
   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 the 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 or principal of the applicant. This letter should address the personality, ability, and scholarship of the applicant.
   3. The third letter must address the applicant's positive personal qualities & character.
C. The application materials must be received no later than **March 1** of the year in which the application is made.
D. The completed application and the three letters of recommendation **(with original signatures)** must be submitted in **one** email (you may have multiple attachments)
E. In the "**Goals/Purpose of Study**" section, the applicant must provide a clear statement of her goals and rationale for earning a certification including planned date for completion.

The applicant must also clearly state the area of study and provide short-term and long-term goals/plans related to the field of education. In the "**Goals for Future TSO/DKG Involvement**" section, the applicant must identify the specific offices and/or committees in which she plans to serve at the chapter, area, state, and/or international levels and describe how she expects to be involved in other DKG activities after receiving this scholarship. The applicant must describe specifically how she plans to "give back" to TSO in return for receiving the scholarship; for example, serve in a leadership capacity within the organization; write an article for the *Lone Star News* about how the scholarship aided your goals and plans for earning a certification and furthering your career in education; share what you learn within the schools, chapter, at TSO/DKG conventions, or within the community, etc.

F. The applicant must identify projected cost of the course. If approved, the stipend will not exceed 50%, or $1,000, whichever is less of the total cost.

G. The applicant is responsible for submitting all required data including completed application and endorsement letters.

H. The scholarship chair and/or committee can assume no responsibility for collecting data for any application.

I. **Incomplete/Unsigned applications will not be considered.**

VI. INFORMATION ON DISTRIBUTION AND DOCUMENTATION

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

B. Stipends are paid after recipient provides proof of payment for registration for the approved number of hours toward a certification to the Chair of the TSO Scholarship Committee, who will approve the request for payment and forward it to TSO Headquarters for payment.

C. The scholarship time period is one year, **beginning July 1** in the year of receipt of the scholarship, to the end of the spring term **June 30** of the following calendar year. An exception will be considered for those enrolling in non-traditional study time frames. **No recipient will receive an award unless enrollment is for the time period for which the scholarship is granted.**

D. A recipient cannot receive a state scholarship for more than two years in succession. Applicants may apply for an additional scholarship after a lapse of one (1) year. A recipient may receive only one (1) TSO scholarship per year.

E. A recipient may accept a State and International Delta Kappa Gamma Scholarship for the same scholarship year.

MUST BE RECEIVED at tsoscholarshipdkg@gmail.com NO LATER THAN MARCH 1, 2027