

## *PROGRAMS AND SERVICES*

### **SCHOLARSHIP PROGRAM**

The TASBO Foundation offers a scholarship program to encourage current school business and operations officials to remain in the profession and pursue advanced degree training. Scholarships will be annually renewed subject to students meeting the renewal requirements and subject to availability of funds. The Scholarship Program will be governed by the TASBO Foundation Board of Directors.

#### **The Purpose**

To *enhance* the skills of school business officials by encouraging them to seek continued education and training with the explicit intent to remain in the profession of school business and operations.

#### **Deadline**

The deadline for receiving the scholarship applications is May 1<sup>st</sup> at 5PM of each year. If May 1 is a non-business day for TASBO then the due date is the next following business day. All applications are to be submitted to the TASBO Headquarters, attention Executive Director. Applications may be sent electronically in accordance with directions developed by the Foundation Secretary.

#### **Scholarship Categories**

1. ***Associate degree / Certificate Program (AD/ CP)***

Up to two two-year, \$1,000 per year scholarships awarded annually to individuals pursuing advanced skills training in the area of technology, electrical, plumbing, heating, ventilation, air conditioning and refrigeration or other areas of licensure as determined by the Board. Funding ends upon graduation/receipt of certificate if that occurs before two years. The award is subject to students meeting the annual renewal requirements and is subject to the TASBO Foundation's Board of Directors funding the scholarship each year.

2. ***Undergraduate Scholarship***

A four-year, \$2,000 per year scholarship awarded to individuals pursuing a degree in the area of Business and Operations. Funding ends upon graduation if that occurs before four years. The award is subject to students meeting the annual renewal requirements and subject to the TASBO Foundation's Board of Directors funding the scholarship each year.

3. **Graduate Scholarship**

A two-year, \$2,000 per year scholarship awarded to individuals pursuing a Master's or Doctorate degree in Business and Operations or School Leadership. Funding ends at graduation if that occurs before two years. The award is subject to students meeting the annual renewal requirements and subject to the TASBO Foundation's Board of Directors funding the scholarship each year.

4. **The TASBO Foundation Board reserves the right to allocate the number and type of scholarships available based on demand in each category and the amount of funds available.**

**Qualifications for Award Recipients**

1. **Scholarship Award Requirements**

- a. Must be a practicing school business or operations employee pursuing a degree or entry level license in a school business or operations related field.
- b. Hours Completed Each Year
  - i. The Undergraduate and Graduate recipient shall be required to complete eighteen (18) hours per year for an undergraduate degree and twelve (12) hours per year for graduate work.
  - ii. AD/CP recipients pursuing an associate degree or licensure shall be required to attend on at least a half-time basis.
- c. Must demonstrate a commitment to public school administration and TASBO.
  - i. The Undergraduate and Graduate recipients must have a minimum of twenty-four (24) months of continuous public-school employment by the date of application and be a TASBO member. The recipient shall continue public school employment and maintain TASBO membership throughout the duration of receiving the scholarship awards.
  - ii. The AD/CP recipients must have a minimum of 24 months of continuous public-school employment by the date of application. TASBO membership is not required.
- d. All recipients must demonstrate professional activity and excellence in school business management or operations: Letter of recommendation by the immediate supervisor or administrator. The letter should include any awards or recognition by the district.
- e. The Undergraduate and Graduate recipients must demonstrate the ability to set and achieve personal goals: honors, awards, accomplishments.
- f. The Undergraduate and Graduate recipients must demonstrate leadership qualities: offices held, committee work, and volunteer work.
- g. The Undergraduate and Graduate recipients must demonstrate the ability to communicate effectively in writing, as evidenced by completion of a letter of application.
- h. Demonstration of financial need may enhance the candidate's selection.

- i. Upon application, a transcript showing all completed work must be furnished to TASBO. The submitted transcript must reflect a minimum of 2.75 GPA, or equivalent.

## **2. Scholarship Payments**

- a. Scholarship checks will be allocated and made payable to the trade school, college, or university over two semesters (or equivalent) per academic year.
- b. If the recipient withdraws from the trade school, college or university without completing the year, the recipient is responsible for making a pro rata refund to the Scholarship Fund.

## **3. Annual Renewal Requirements**

**In order to continue receiving a scholarship award, the recipient must:**

- a. Maintain a 2.75 grade point average, or equivalent, for the academic year.
- b. Be in attendance for at least 2 equivalent semesters during the year. Attendance must be in accordance with the requirements outlined in Section 1.B.
- c. Maintain a major or licensure in a school business or operations related field.
- d. Provide a cumulative transcript through the previous semester of renewal.
- e. Notification to TASBO as to when the recipient's school requires payment of each semester's scholarship.
- f. Maintain employment with a Texas public school in the area of school business or operations.

Applicants not meeting the minimum requirements will not be eligible to renew a scholarship and may reapply for the scholarship when eligible.

### **Eligibility**

The Scholarship Program shall be open to Active Members of TASBO for the Undergraduate and Graduate scholarships. TASBO membership is not required for AD/CP scholarships. However, the supervisor for AD/CP Scholarships must be a member of TASBO. Associate, Retired, Life, and Student members of TASBO are not eligible to participate.

Officers, directors, staff members of the TASBO Foundation and/or the Texas Association of School Business Officials and family members of officers, directors, and staff members of the TASBO Foundation and/or or the Texas Association of School Business Officials are not eligible for these scholarships.

### **Scholarship Application Format and Content**

The application format and content will be determined by the TASBO Foundation Secretary.

#### **1. Scholarship Awards Committee**

The Vice-Chair of the TASBO Foundation's Board of Directors will appoint a scholarship awards committee comprised of former presidents of the TASBO Board who are not current officers of the TASBO Foundation Board of Directors.

The Scholarship Awards Committee shall have no less than three members. Members of the Committee shall not have worked in the same District or have other personal relationships with applicants under consideration.

2. **Selection Process**

Applications will be reviewed and recommendations for awards will be made by the Scholarship Awards Committee. Members of the Committee shall individually rank each applicant. The Chair of the Committee shall summarize the results and determine the recipients.

Upon the receipt of the results, the Secretary shall call a meeting of the Foundation to affirm the selection. In the event of a tie, the Chair and Vice-Chair shall review the applications and cast a deciding vote.

The scholarships will be awarded in time for fall enrollment.

Revised August 10, 2005

Revised July 13, 2006

Revised August 9, 2007

Revised May 19, 2014

Revised July 22, 2015

Revised June 16, 2016

Revised February 12, 2018

Revised March 7, 2019