

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL  
APEA/AFT (AFLO-CIO)

**SCHOLARSHIP PROCEDURES**

**I. PURPOSE**

- A. The purpose of the TOTEM Association Scholarship Procedures is to provide a format in which members and their dependents may apply and receive scholarships. Thus, providing an opportunity for continuing education to the members of TOTEM so they may enhance their knowledge thereby leading to a higher quality of production in their positions.
- B. The Scholarship Committee shall consist of members of the TOTEM Association, who will review and recommend scholarship proposals to the Board. The committee chairperson or designee shall keep accurate records of the scholarships given and report this information to the Board.

**II. TYPES OF SCHOLARSHIPS**

- A. \$250 Member Professional Growth Scholarship
- B. \$500 Member Continuing Education Scholarship
- C. \$1000 Member Dependent Student Educational Scholarship

**III. ELIGIBILITY**

- A. To be eligible for a scholarship the TOTEM member:
  - 1. Must be a member in good standing, current in the payment of dues;
  - 2. Must not have previously been awarded and accepted a TOTEM scholarship that remained unused without notification to TOTEM of change in intent to use the scholarship.
  - 3. Is only eligible for one scholarship each fiscal year.
- B. To be eligible for a Member Dependent Scholarship the dependent:
  - 1. Will be graduating from high school, or have received a high school diploma or the state equivalency;
  - 2. Must have a GPA of 2.0 or higher;
  - 3. Will be pursuing vocational training or a two year or four year college program.

**IV. APPLICATION PROCEDURES**

To apply for a scholarship the TOTEM member or their dependent must submit a completed TOTEM Scholarship Application and any other required information to the TOTEM office by the deadline stated on the application form.

## **V. RECIPIENT PROCEDURES**

- A. Upon written notification of winning a scholarship the TOTEM member must submit to the TOTEM office:
  - 1. Written notification on or before October 1<sup>st</sup> of the fiscal year the scholarship was received, their intent to use the scholarship. Failure to do so will result in the scholarship being awarded to an alternate;
  - 2. All receipts and a Request for Payment Form for scholarship funds to be dispersed by June 30<sup>th</sup> of the fiscal year the scholarship was received.
  
- B. Upon written notification of winning a scholarship the TOTEM member dependent must submit to the TOTEM office written verification of registration in a college, university or vocational training institute in which they plan to or are attending. Scholarship funds will be paid directly to the facility or reimbursed to the member upon proof of payment when submitted with a Request for Payment Form.