

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

SCHOLARSHIP PROCEDURES

I. PURPOSE

The purpose of the TOTEM Association Scholarship Program is to provide an opportunity for TOTEM members and their dependent children to further their education.

II. SCHOLARSHIPS TYPES

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

III. ELIGIBILITY

- A. To be eligible for a **Member** Scholarship the applicant:
 - 1. Must be a member of TOTEM.
 - 2. Must be in “good standing”, current with payment of dues.
 - 3. Must continue to be employed in a TOTEM position.
 - 4. Must not have previously been awarded and accepted a TOTEM Member Scholarship which remained unused without notification to TOTEM of the change of intent to use.
- B. To be eligible for a **Dependent Student** Scholarship the TOTEM member must have met all the eligibility requirements listed above. The dependent student:
 - 1. Must be graduating from high school or have received a high school diploma or the state equivalency.
 - 2. Must be enrolled in a two (2) or four (4) year college course or a vocational training program.
 - 3. Must have a GPA of 2.0 or higher.
- C. TOTEM members and dependent students are eligible to apply for only one scholarship each fiscal year.

IV. APPLICATION

TOTEM members and/or their dependent student must submit a complete application, including all required documents, to the TOTEM office on or before the date stated on the application.

V. PROCESS

- A. Eligibility will be confirmed.

- B. Member Scholarships shall be awarded, by drawing names, during the TOTEM Spring Conference or at a specified date prior to April 1st of each year.
- C. Dependent Scholarships shall be reviewed and scored by the TOTEM Scholarship Committee and shall be awarded by April 15th of each year.
- D. Notification to all applicants, recipients, alternates, and those not selected, will be sent by U.S. Mail.
- E. Scholarships are awarded for the fiscal year, July 1st – June 30th.

VI. RECIPIENT RESPONSIBILITIES

- A. Upon receiving notification of being awarded a scholarship the **member** must submit to the TOTEM office:
 - 1. Written notification of intent to use scholarship on before October 1st. Failure to do so will result in the loss of the scholarship.
 - 2. Submission of the TOTEM Request for Scholarship Payment form including:
 - a. For reimbursement, proof of payment including verification of enrollment during the fiscal year.
 - b. For direct pay to college, verification of enrollment, billing statement with student I.D. # and address of where to send the check.
- B. Upon receiving notification of being awarded a scholarship the **dependent student** must submit to the TOTEM office:
 - 1. Written notification of intent to use scholarship on or before October 1st. Failure to do so will result in the loss of the scholarship.
 - 2. Request for Scholarship Payment form including verification of registration or enrollment and a billing statement with student I.D. # and address of where to send the check.
 - 3. These scholarship funds will be paid directly to the college.