

FASFEPA SCHOLARSHIP TIMELINE

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Date	Task	Responsible
December 5, 2023	FASFEPA scholarship packets and email addresses for each scholarship made available to Title I Administrators during FASFEPA Spring Forum	FASFEPA Regional VPs
December 2023 January 2024	Notify the public of FASFEPA Scholarship opportunities.	District Federal Program Administrator
Vivian Scott Scholarship Process/Timeline <u>A completed scholarship application package includes:</u> <ul style="list-style-type: none"> • Completed application (2 pages) • Vivian Scott Scholarship Routing Form; • A one-page personal typed narrative (300 words max) from the applicant explaining why he/she is applying for the scholarship, including all awards, interests, leadership, and service activities within the community, and future goals; • Official copy of High School Transcript; • Three letters of recommendation: <ul style="list-style-type: none"> o One from a principal or administrative designee on school letterhead; o One from a faculty member on school letterhead; and o One from a non-family member. • List of student organizations and activities (academic, civic, fine arts, athletic); • 2 X 3 headshot of the applicant in .jpg or .png format. 		
January 26, 2024	Vivian Scott Scholarship Application Package submitted to school principal	Student Applicant
February 2, 2024	Principal reviews Vivian Scott Scholarship Application Package(s) and returns to applicant(s)	Principal
February 5, 2024	Vivian Scott Scholarship Application Package submitted to Scholarship Coordinator/Guidance Counselor	Student Applicant
February 8, 2024	Vivian Scott Scholarship Application Package reviewed, signed, and returned to the student applicant.	Guidance Counselor Scholarship Coordinator
February 12, 2024	Vivian Scott Scholarship Application Package submitted to District Federal Program Administrator.	Student Applicant
February 26, 2024	District Federal Program Administrator submits 2 Vivian Scott Scholarship application packages to the FASFEPA board to Fasfepaweb+studentscholarship@gmail.com	District Federal Program Administrators
March 25, 2024	Regional VPs recommend 2 Vivian Scott Scholarship applicants (per region) to the FASFEPA Board.	Regional VPs
Instructional Support Personnel Scholarship Process/Timeline <u>A complete application packages includes:</u> <ol style="list-style-type: none"> 1. A brief written essay describing your experience working with under-resourced children, why you choose to become an educator, and a description of your financial need. (200 words or less) 2. Two letters of recommendation. 3. A copy of a transcript that shows the A.A. degree or 60 hours of college credit. 4. A copy of your most recent college transcript with a declared major, if different from above. 5. 2x3 headshot of applicant 		
February 12, 2024	Instructional Support Personnel application package submitted to District Federal Programs Administrator.	Applicant

February 26, 2024	District Federal Programs Administrator submits 2 Instructional Support Personnel Scholarship Application Packages to the FASFEPA board to Fasfepaweb+parascholarship@gmail.com	District Federal Program Administrators
March 25, 2024	Regional VPs recommend 2 Instructional Support Personnel Scholarship applicants (per region) to the FASFEPA Board.	Regional VPs
Educational Leadership Scholarship A completed application package includes: <ul style="list-style-type: none"> • pages 1-3 of the application completed, • a written essay regarding how the candidate would use the post-graduate coursework and degree to improve student performance for the at-risk students in their current school or district department. • two letters of recommendation from 1) current supervisor and 2) previous supervisor, another administrator, community leader, or professor from a university or college. • evidence that the most recent performance appraisal is satisfactory or above. • proof of “enrollment in” (currently taking coursework) in a graduate program 		
February 1, 2024	Educational Leadership Scholarship Applications submitted via email to Fasfepaweb+leadershipscholarship@gmail.com	Applicant
As applications arrive in the mail box.	Educational Leadership Scholarship Applications are forwarded to the appropriate Regional VPs for review	ECTAC
February 25, 2024	Completed Rubrics for the Scholarship for Educational Leadership returned to ECTAC for filing	FASFEPA Sub-Committee
February 25, 2024	Submit scholarship recipients for Educational Leadership to FASFEPA Board <ul style="list-style-type: none"> • Dr. Ulysses G. Horne (2) • Dr. Brian Dassler (1) 	FASFEPA Sub-Committee
March 25, 2024	Submit scholarship information on spreadsheet to Board Web appointee – Announcement goes on FASFEPA Website	Sherree Alvarez / Anna Moore
March 25, 2024	Scholarship award and elimination letters sent to applicants/ Request picture of recipient (jpeg or png)	Regional VPs
March 25, 2024	Inform District Federal Program Administrators list of their district scholarship recipients	Regional VPs
March 31, 2024	Submit scholarship recipient picture to Board Web appointee (png or jpeg format)	Regional VPs