

# FASFEPa SCHOLARSHIP TIMELINE

2023

Date	Task	Responsible
January 24 - 26, 2023	FASFEPa scholarship packets and email addresses for each scholarship made available to Title I Administrators during FASFEPa Spring Forum	FASFEPa Regional VPs
February 2023	Notify the public of FASFEPa Scholarship opportunities.	District Federal Program Administrator
<b>Vivian Scott Scholarship Process/Timeline</b>		
<p><u>A completed scholarship application package includes:</u></p> <ul style="list-style-type: none"> <li>• Completed application (2 pages)</li> <li>• Vivian Scott Scholarship Routing Form;</li> <li>• 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;</li> <li>• Official copy of High School Transcript;</li> <li>• Three letters of recommendation:               <ul style="list-style-type: none"> <li>o One from a principal or administrative designee on school letterhead;</li> <li>o One from a faculty member on school letterhead; and</li> <li>o One from a non-family member.</li> </ul> </li> <li>• List of student organizations and activities (academic, civic, fine arts, athletic);</li> <li>• 2 X 3 publishable headshot of the applicant.</li> </ul>		
	Vivian Scott Scholarship Application Package submitted to school principal	Student Applicant
	Principal reviews Vivian Scott Scholarship Application Package(s) and returns to applicant(s)	Principal
	Vivian Scott Scholarship Application Package submitted to Scholarship Coordinator/Guidance Counselor	Student Applicant
	Vivian Scott Scholarship Application Package reviewed, signed, and returned to the student applicant.	Guidance Counselor Scholarship Coordinator
March 13, 2023	Vivian Scott Scholarship Application Package submitted to District Federal Program Administrator.	Student Applicant
March 27, 2023	District Federal Program Administrator submits 2 Vivian Scott Scholarship application packages to the FASFEPa board to <a href="mailto:Fasfepaweb+studentscholarship@gmail.com">Fasfepaweb+studentscholarship@gmail.com</a>	District Federal Program Administrators
April 10, 2023	Regional VPs recommend 2 Vivian Scott Scholarship applicants (per region) to the FASFEPa Board.	Regional VPs
<b>Instructional Support Personnel Scholarship Process/Timeline</b>		
<p><u>A complete application packages includes:</u></p> <ol style="list-style-type: none"> <li>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)</li> <li>2. Two letters of recommendation.</li> <li>3. A copy of a transcript that shows the A.A. degree or 60 hours of college credit.</li> <li>4. A copy of your most recent college transcript with a declared major, if different from above.</li> <li>5. 2x3 headshot of applicant</li> </ol>		
March 13, 2023	Instructional Support Personnel application package submitted to District Federal Programs Administrator.	Applicant

March 27, 2023	District Federal Programs Administrator submits 2 Instructional Support Personnel Scholarship Application Packages to the FASFEPA board to <a href="mailto:Fasfepaweb+parascholarship@gmail.com">Fasfepaweb+parascholarship@gmail.com</a>	District Federal Program Administrators
April 10, 2023	Regional VPs recommend 2 Instructional Support Personnel Scholarship applicants (per region) to the FASFEPA Board.	Regional VPs
<b>Educational Leadership Scholarship</b>		
<p>A completed application package includes:</p> <ul style="list-style-type: none"> <li>• pages 1-3 of the application completed,</li> <li>• 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.</li> <li>• two letters of recommendation from 1) current supervisor and 2) previous supervisor, another administrator, community leader, or professor from a university or college.</li> <li>• evidence that the most recent performance appraisal is satisfactory or above.</li> <li>• proof of “enrollment in” (currently taking coursework) in a graduate program</li> </ul>		
March 06, 2023	Educational Leadership Scholarship Applications submitted via email to <a href="mailto:Fasfepaweb+leadershipscholarship@gmail.com">Fasfepaweb+leadershipscholarship@gmail.com</a>	Applicant
As applications arrive in the mail box.	Educational Leadership Scholarship Applications are forwarded to the appropriate Regional VPs for review	ECTAC
April 10, 2023	Completed Rubrics for the Scholarship for Educational Leadership returned to ECTAC for filing	Regional VPs
April 10, 2023	Submit scholarship recipients for Educational Leadership to FASFEPA Board <ul style="list-style-type: none"> <li>• Dr. Ulysses G. Horne (2)</li> <li>• Dr. Brian Dassler (1)</li> </ul>	Regional VPs
April 10, 2023	Submit scholarship information on spreadsheet to Board Web appointee – Announcement goes on FASFEPA Website	Regional VPs
April 10, 2023	Scholarship award and elimination letters sent to applicants/ Request picture of recipient (jpeg or png)	Regional VPs
April 10, 2023	Inform District Federal Program Administrators list of their district scholarship recipients	Regional VPs
August 2023	Submit scholarship recipient picture to Board Web appointee (png or jpeg format)	Regional VPs