

General Policies

for the Mary Morrow-Edna Richards Scholarship Trust Fund
North Carolina Association of Educators

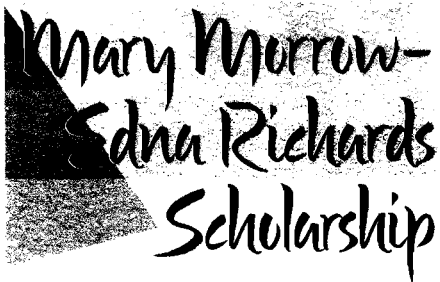
The North Carolina Association of Educators Business Office, Raleigh, North Carolina, audits and administers the Mary Morrow-Edna Richards Scholarship Fund, established by teachers and perpetuated through voluntary contributions of teachers and friends.

Money deposited in the Mary Morrow-Edna Richards Scholarship Trust Fund consists of contributions in honor of living educators, memorials, and all honoraria received by the past presidents of the former Association of Classroom Teachers. This money is received in the state NCAE office and deposited in the Mary Morrow-Edna Richards Trust Fund.

The number and amount of scholarship awards will be determined by the amount of interest received annually from the Fund.

Guidelines for Administering the Trust Fund

1. The state NCAE president shall serve as liaison between the Board and the trustees of the Fund.
2. Current receipts of the Fund shall be deposited in a savings account at Wachovia Bank and Trust Company, Raleigh, and shall be added to the Trust Fund after the auditing of the books at the end of the fiscal year.
3. Interest on the reserve-operating fund shall be deposited to the Trust Fund account after the auditing of books at the end of the fiscal year.
4. Applicants must be **North Carolina residents** enrolled in a teacher education program. They must be in the **JUNIOR YEAR OF COLLEGE** and willing to teach in the public schools of North Carolina for at least **two (2)** years following graduation, and be encouraged to become members of the NCAE following graduation.
5. All applications should be made through a college or university. The head of the department of education in teacher-training institutions is requested by NCAE to select qualified juniors to receive application forms. Preference may be given to children of NCAE members and to members of Student NCAE as part of the selection process. Other selection criteria are character, personality, scholastic achievement, evidence of promise as a teacher, and the financial need of the applicant. Other individuals meeting the above qualifications may request application forms from the state NCAE office.
6. In addition to the completed application form, applicants must submit a digital photo via e-mail to **annette.montgomery@ncae.org**. Photos should be a head and shoulders shot, jpeg file format, 300 dpi and no larger than 4 inches by 5 inches in size. Photos will be used for publicity only. An official transcript of college work through the first semester of the junior year must also be submitted. Recommendations are requested from at least three (3) persons who are familiar with the student. Two (2) recommendations should be from persons knowledgeable of the student's abilities and scholastic experience (college) and a third recommendation should be provided from the student's home community. The person making the recommendation must mail this information directly to the state NCAE office. **All** required materials must be postmarked no later than **JANUARY 12, 2009**. Mail all recommendations to the attention of the Mary Morrow-Edna Richards Scholarship Committee.
7. The applicant is responsible for supplying all materials required for consideration for the scholarship by the deadline.
8. The state NCAE president shall appoint a screening committee to review applications and to select winners and alternates. Winners will be notified by mail and receive scholarship certificates from the NCAE.
9. In the fall of the applicant's senior year, the NCAE business office shall assume the responsibility of forwarding the scholarship money directly to the institution in which the recipient is enrolled.
10. The institutions are requested to return to NCAE any money not used by the recipients.



2008-2009 Application Form

Awarded by THE NORTH CAROLINA ASSOCIATION OF EDUCATORS to North Carolina college juniors who are prospective teachers. Funds to be used during their senior year.

PERSONAL INFORMATION

Full Name: _____
Last *First* *M.I.*

Home Address: _____
Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Home Phone: () _____ Alternate Phone: () _____ Age: _____

E-mail Address: _____

Birth Date: _____ Number in family: Adults: _____ Children: _____ (for affirmative action purposes)

Job Title if presently working: _____ Number of hours worked per week: _____

North Carolina resident? Yes No Social Security Number: _____ - _____ - _____

COLLEGE INFORMATION

Name of College: _____

College Address: _____
Street Address

City *State* *ZIP Code*

College Major: _____

YOUR College Mailing Address: _____
Street Address

City *State* *ZIP Code*

Your College Phone Number: () _____ Cell Phone: () _____

List below the name/address of YOUR Dean of Education, Financial Aid Officer and Cashier: NOTE: Please give proper name and address because the scholarship check and information will be sent to the following.

Dean of Education	Financial Aid Office	Cashier/Bursar
_____	_____	_____
_____	_____	_____
_____	_____	_____

Does your college have a Student NCAE Chapter? Yes No Are you a member? Yes No
Are you an officer in SNCAE? Yes No

FINANCIAL INFORMATION

Name and occupation of person(s) financing your college education: _____

Relation to you: _____

Is either of your parents an educator? Yes No

If yes, is he/she a member of NCAE? Yes No

How do you fund your college expenses? (specify dollar amount) Source: _____ \$ _____

Other Source(s): _____

OTHER INFORMATION

Are you willing to teach for two (2) years in North Carolina's public schools following graduation? Yes No

In what area of education are you planning to teach?

Birth through Kindergarten

Special Subjects K-12

Elementary Grades K-5

Exceptional Children K-12

Middle Grades 6-9

Vocational Education

Secondary Grades 9-12

What subject(s) are you planning to teach? _____

Please list any other extra-curricular activities (including tutoring, head start, etc.)

PERSONAL ESSAY

On an attached sheet, typed, please tell why you chose teaching as a career, why you feel you deserve this scholarship, and your need for financial assistance. Please be brief and limit your essay to no more than one, single-spaced, typed page.

Signature: _____

**THE FOLLOWING ITEMS MUST BE SENT TO NCAE POSTMARKED NO LATER THAN MONDAY, JANUARY 12, 2009.
ANY MISSING ITEM(S) WILL DISQUALIFY THE APPLICATION.**



- ▶ Completed application form
- ▶ Personal Essay
- ▶ E-mailed digital photo, jpeg format, 300 dpi
- ▶ Official transcript (with a raised college seal) of college work done through the first semester of **junior** year.
- ▶ Recommendations from two (2) persons who are familiar with your abilities and scholastic experience (college); and a third recommendation from your home community. These should be mailed directly to the North Carolina Association of Educators, Communications Department, P.O. Box 27347, Raleigh, NC 27611 by the persons making the recommendations, **POSTMARKED NO LATER THAN JANUARY 12, 2009.**



2008-2009 Recommendation Check Sheet

Awarded to Prospective Teachers in Junior Year by THE NORTH CAROLINA ASSOCIATION OF EDUCATORS Post Office Box 27347, Raleigh, NC 27611

Date: _____

Student Name: _____ Last First M.I.

Home Address: _____ Street Address Apartment/Unit # City State ZIP Code

NOTE: The student named above is a candidate for a Mary Morrow-Edna Richards Scholarship. Please complete this form and mail it postmarked NO LATER THAN JANUARY 12, 2009, so that the Scholarship Committee may have the information needed in making selection of recipients. Your timely cooperation will be appreciated.

ACADEMIC ABILITY:

Above Average Average Fair Poor Unknown

CHARACTER:

Above Average Average Fair Poor Unknown

COOPERATION:

Above Average Average Fair Poor Unknown

PERSONALITY:

Above Average Average Fair Poor Unknown

ASPIRING TEACHER:

Above Average Average Fair Poor Unknown

FINANCIAL STATUS:

Hardship Moderate Nominal Unknown

Please explain:

IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

Personally Student Employee Other

Please explain:

EVIDENCE OF PROMISE AS A TEACHER:

Comments:

This form must be postmarked NO LATER than JANUARY 12, 2009, to:

Mary Morrow – Edna Richards Scholarship Committee
North Carolina Association of Educators
Communications Department
Post Office Box 27347
Raleigh, North Carolina 27611



Print Name _____ Signature _____

Title or Position _____

Mailing Address _____

(Please check one) Community/Personal Recommendation College Recommendation

NOTE: Students will be disqualified if recommendations are not postmarked by the closing date.



2008-2009 Recommendation Check Sheet

Awarded to Prospective Teachers in Junior Year by THE NORTH CAROLINA ASSOCIATION OF EDUCATORS Post Office Box 27347, Raleigh, NC 27611

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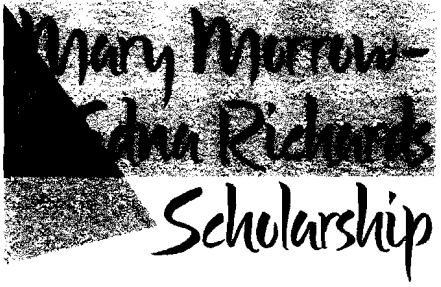
Print Name _____ Signature _____

Title or Position _____

Mailing Address _____

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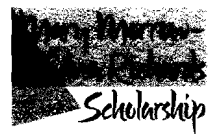
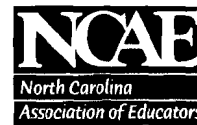
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