

CLASSIFIED EMPLOYEES' ASSOCIATION EXECUTIVE BOARD GUIDELINE

GUIDELINE #06: LEE WARNER SCHOLARSHIP

The purpose of the Classified Employees' Association (CEA) Lee Warner Scholarship is to assist members of CEA or immediate family members (includes grandchildren) of CEA members with the expenses of higher education.

Lee Warner, for whom the Scholarship Program is named, and his wife, Sally, were both long-time District employees. Lee was a hardworking and beloved custodian. He died of cancer in the 1990's.

The CEA President will appoint a three member Scholarship Committee. One member will be from the Executive Board and two members will be from the general membership. The committee will submit a written report to the membership at the September General Membership meeting.

A minimum of \$1,500 will be maintained in a separate investment account.

The CEA Lee Warner Scholarship is designed to encourage individuals who are first-time college students, returning students, or participating in a vocational or apprenticeship program which leads to a degree or certification. Two scholarships are awarded for full-time students (\$600 each) and one scholarship is awarded for part-time students (\$300).

CEA members or immediate family members (includes grandchildren) of CEA members will submit an application packet for the scholarship not later than April 15th, or the Friday before April 15th if April 15th falls on a weekend, of each year.

Blank application packets provided to applicants shall consist of pages 1-4 of this guideline.

The completed application packet will contain the following:

1. The completed Application Form (see attachment at page 3)
2. Certified copies of applicable transcripts or progress reports (high school, college, apprenticeship program or vocational school)
3. A personal narrative not exceeding two double-spaced pages containing a personal history; involvement in club, school and community activities; work experience; career goals; plan to achieve their career goals, and how they expect to contribute to their community upon completion of their education.
4. Three current letters of recommendation: one each from a classroom teacher, a community or industry member and a personal reference.
5. The completed "Statement of Financial Plan" (see attachment at page 4)

**CLASSIFIED EMPLOYEES' ASSOCIATION
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LEE WARNER SCHOLARSHIP

APPLICATION FORM

FULL NAME: _____
SOCIAL SECURITY NUMBER: _____
ADDRESS: _____
CITY / STATE / ZIP CODE: _____
HOME PHONE NUMBER: _____
MESSAGE PHONE NUMBER: _____
CEA MEMBER'S NAME: _____
MEMBER'S RELATIONSHIP: _____
MEMBER'S ADDRESS: _____
CITY / STATE / ZIP CODE: _____
PARENT'S / GUARDIAN'S NAME: _____
PARENT'S / GUARDIAN'S ADDRESS: _____
CITY / STATE / ZIP CODE: _____
APPLICANT'S CURRENT SCHOOL: _____
APPLICANT'S PROJECTED SCHOOL: _____
TYPE OF SCHOOL: _____
(University, College, Junior College, Vocational or Technical)

I certify that the information in this packet is true and correct.

(Applicant's signature)

(date)

(CEA member's signature)

(date)

The deadline for submitting a scholarship application packet is not later than April 15th, or the Friday before April 15th if April 15th falls on a weekend, of each year.

**CLASSIFIED EMPLOYEES' ASSOCIATION
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Lee Warner Scholarship

**Statement of Financial Plan
Program Year**

_____ - _____

This Financial Plan is intended to demonstrate your understanding of the financial resources required to complete your educational program.

Sources of Estimated Funds:

Savings _____
Summer job/work income _____
Parents/guardian contributions _____
Scholarships applied for _____
CEA Lee Warner Scholarship _____
Grants/Loans _____
Other Sources _____

Use of Funds:

Tuition _____
Book/Fees _____
Room and Board _____
Personal Expenses _____
Travel _____
Child Care _____

Total _____

CLASSIFIED EMPLOYEES' ASSOCIATION EXECUTIVE BOARD GUIDELINE

Lee Warner Scholarship

Application Criteria

All applications will be judged on the following criteria:

ATTITUDE – General worthiness, desire. Action taken by applicant to prepare for chosen vocation..... **150 points**

NEED – Financial need, resourcefulness. Family income, number of dependents relying on basic income, etc. **150 points**

ACTIVITIES – Work record, school record, community service, association with applicant's vocational field or interest..... **200 points**

SKILLS – Showing of good aptitude towards chosen vocation. Awards, work record, all factors. **200 points**

GRADES – High school, college or vocational school, other test scores..... **100 points**

PROGRAM – Past and planned in preparation for a chosen vocational field. Include school subjects and related work or activities **150 points**

APPLICATION PREPARATION – Neatness, fine direction, completeness. **50 points**

Total **1,000 points**