



## STUDENT SCHOLARSHIP PROGRAM

### ASEA / AFSCME LOCAL 52 KETCHIKAN CHAPTER

The Scholarship Program is funded and administered by the Alaska State Employees Association (ASEA) / AFSCME Local 52 Ketchikan Chapter. The program was established by our union chapter to promote adult student participation in continuing education, community service and to recognize exceptional students who show promise of continued service. The two \$500.00 scholarships will be awarded solely on the basis of merit and full-time or half-time enrollment in a 4-year degree program at an accredited university or a trade / vocational studies program at an accredited institution.

The goal is to notify the recipients of the two scholarship awards by the **beginning of July** of the award year. The awardees will be invited to attend the **Next Chapter Meeting** to receive recognition of the award and to address the chapter membership. Each recipient will meet the following criteria:

- ✓ Be a member or related to a current ASEA member in pay status who is a resident of Ketchikan.
- ✓ Have graduated or is graduating from a public or private secondary school.
- ✓ Be enrolled in and planning to attend at least half-time, the fall term of the academic school year at a post-secondary institution (public or private)

Scholarship payments will be processed prior to the start of the 2021 – 2022 fall term of the academic school year. Payments will be made directly to the educational institution once proof of registration has been submitted to the chapter for verification.

### Section 1: Scholarship Committee

The scholarship committee shall consist of at least three judges of the Ketchikan Chapter plus the committee Chair and the President. No member who has an immediate family member (spouse, child, stepchild, mother, father, mother-in-law, father-in-law, sister or brother) applying for a scholarship shall serve as a committee member. The President will determine qualifying applicants based on the most recent roster as provided by ASEA headquarters. Once qualification is determined, the identity of applicants will be hidden for the judging process.

The scholarship applications will then be judged by the three judges of the Ketchikan Chapter scholarship committee. In the event the chapter is not able to construct a full committee, three members from another union chapter can be requested for judging by the President. **The judges' determination shall be final and cannot be appealed.**

### Section 2: Criteria and Judging

Each judge will independently rate each applicant on a 1 (worst) to 25 (best) scale across four categories and then add each candidate's ratings to arrive at their total score. The maximum number of points is 100. Judges are advised to score all applicants by category to ensure consistent scoring across categories rather than scoring all four categories of each application before moving on to the next application. Each applicant shall be rated on the criteria outlined in Section 3.

The application and essay should include pertinent personal data, academic achievements, extra-curricular activities,



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community or human service involvement, and an outline of the proposed use of the scholarship monies, including the type of education or training to be pursued.

### Section 3: Scholarship Qualifying Specifics

Instructions on how to submit entries is on the cover page of the application and the application will be sent based on a pre-determined distribution list that covers the population of the City and Borough of Ketchikan. All applications with attachments must be postmarked or received by the chairperson of the Ketchikan Chapter Scholarship Committee by the application deadline.

Applications will be qualified by the President per the ASEA current member lists and then provided to the committee chair for processing and distribution. They should be masked and numbered by the Committee Chair for unbiased judging by the judges of the committee. Judges will have one week to review the individual applications and complete and submit one Judging Criteria form per applicant. Please review the Judging Criteria form for more details regarding judging.

### Section 4: Scholarship Award

A letter of award shall be presented to the winning applicants upon determination of winners. The letter shall state that the applicant has won and the amount they will receive (not to exceed \$500). It should also include the applicable stipulations and be signed by the Chapter President. **Payments will be made directly to the educational institution once proof of registration has been submitted to the chapter for verification.**

Scholarship monies may be used for any legitimate expenses incurred in the pursuit of advanced education or training in institutions recognized by the State Student Loan Program as legitimate education entities. Legitimate expenses may include, but are not limited to, travel to and from the institution, tuition, books, equipment, tools, room and board. If the scholarship recipient does not enroll and begin classes in an approved institution within one year of the scholarship award, the scholarship shall be forfeited.