

TEXAS STATE ORGANIZATION
The Delta Kappa Gamma Society International

**2011 Instructions for Maetha Griffin Weatherby Educational Travel
Scholarship Applicants**

This scholarship fund was established in 2002 with a \$50,000 bequest from former Nu Chapter member, Maetha Griffin Weatherby.

I. PURPOSE

The purpose of the educational travel scholarship of the Alpha State, Texas, Scholarships Program is to assist members in educational pursuits by providing matching funds to support travel.

II. AMOUNT

- A. The maximum amount available per member will be **\$1,000**.
- B. Applicant will be responsible for 50% or more of the total expense.
- C. Applicants may apply for any amount up to the maximum.

III. GENERAL INFORMATION/ELIGIBILITY

- A. Applicant must secure current form from State Headquarters at PO Box 797787, Dallas, TX 75379-7787, chapter president, alphastx@sbcglobal.net or www.alphastatetexas.org.
- B. Applicants must have been a member of the Texas State Organization for a minimum of ten years **before June 1** of the application year.
- C. Applicant should document active participation in Delta Kappa Gamma through such things as attendance at chapter meetings, service through committees, elected offices, chapter projects and activities, attendance at workshops, conferences, conventions, etc.
- D. Applicant must be employed in the education profession at the time of application and remain employed in education during the academic year following the application.
- E. Travel must have educational applications.
- F. Members must have attended at least one Alpha State Convention.
- G. The applicant is responsible for submitting all required data including: completed application, transcripts as defined, endorsement letters.
- H. The scholarships chairman or committee can assume no responsibility for collecting data for any application.
- I. **Incomplete/Unsigned applications will not be considered.**
- J. **Faxed applications will not be accepted.**
- K. Scholarship recipients are expected to remain active contributing members of the Society.

IV. APPLICATION PROCEDURE

- A. Each applicant must request Travel Application and Information Form from Alpha State Headquarters.
- B. The application form must be completed in its entirety and must be signed by the applicant.

- C. The application form must be accompanied by a
 - 1. Letter of recommendation with original signature from the chapter president should address chapter participation in areas such as attendance, committees, projects, chapter activities and offices held. If applicant is the current chapter president, please state that fact and secure a substitute letter from another officer.
 - 2. Letter of support with original signature from the immediate supervisor of the applicant.
 - 3. Completed Maetha Griffin Weatherby Educational Travel Scholarship Application
 - 4. Complete current transcript. (Unofficial copies acceptable.)
- D. The application materials must be postmarked no later than March 1 of the year in which application is made.
- E. ALL REQUIRED DATA MUST BE SUBMITTED IN ONE ENVELOPE.

III. INFORMATION ON DISTRIBUTION AND DOCUMENTATION

- A. Stipends are paid **after July 1** of scholarship year.
- B. Stipends of up to \$1,000 are paid after recipient provides proof of enrollment or activity.
- C. The scholarship time period is one year: beginning June 1 and ending May 31 of the following calendar year. **No recipient will receive an award unless enrollment is for the time period for which the scholarship is granted.**
- D. A recipient may receive the educational travel scholarship only one (1) time.
- E. Proceeds from the travel scholarship may not be used in combination with other State and International Delta Kappa Gamma Scholarship for the same scholarship year.

CHECK LIST: Did you:

- _____ 1) sign your application?
- _____ 2) provide all letters of recommendations with original signatures?
- _____ 3) give your date of initiation?
- _____ 4) complete the Goals/Justification of Travel Experience?
(Statement must include detailed description of event/activity, specific goals certificate, and professional enhancement.)
- _____ 5) document your contribution to Delta Kappa Gamma?
- _____ 6) respond to each request for information?
- _____ 7) submit all required data in one envelope?