

### **Basic Information**

- This scholarship is offered to anyone pursuing a college degree (Associate or Bachelor's) in business or a business-related field of study or enrolled in a diploma program that results in a degree (Associate or Bachelor's), with the exception of current members or those eligible to become members of the NCCEAPA.
- Applicants must be a legal resident of North Carolina.
- The privacy of applicants will be protected.
- State scholarship amount: \$1000
- District finalists not chosen for the state scholarship will receive \$250.
- Funds are paid directly to the school and not to the individual.
- Effective 2008 – scholarship is open statewide.

### **State 2nd Vice President Responsibilities**

- Update materials.
- Notify all District Professional Development Chairs of scholarship guidelines, details, and deadline of April 1.
- Form an outside committee to judge district finalists' applications received by the State 2nd Vice President.
- Notify the state winner of the Herter-O'Neal Scholarship by letter.
- Notify district finalists not chosen - follow template letter.
- Notify all District Professional Development Chairs of the state recipient.
- Prepare and present scholarship report at NCCEAPA state meeting.

### **District Professional Improvement Committee Responsibilities**

- Establish deadline to receive applications in order to process them by the state deadline.
- Provide updated materials and deadlines to each County Administrative Assistant in their district.
- Receive all applications from their respective district by established deadline.
- Meet to review applications and select a district finalist.
- Provide district finalist applications to State 2nd Vice President for selection of Scholarship recipient.
- Notify district level candidates not selected for submission to state.

### **County Administrative Assistant Responsibilities**

- Visit Financial Aid Officer at local colleges and also high schools to provide application materials (brochure/flyer/application form).
- Provide news release to local newspapers.
- Submit county applications to District Professional Improvement Committee chairperson.
- Coordinate and make presentation (if the state recipient is from your county).
- Provide news release to local newspaper(s) about the recipient.