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CAPE MAY COUNTY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

February 4, 2020

Dear School Administrator:

Enclosed are Criteria and Applications for the Cape May County Association of School Business Officials (CMC ASBO) Scholarship.

The recipient shall be pursuing a degree in the field of education and/or business and meet all the other criteria listed in the application.

The applications are due **Friday, May 1, 2020**, so that we may make a decision and award the scholarship at graduation time.

The completed applications should be mailed to:

Cape May County Association of School Business Officials
C/O Mark Mallett, B.A.
Lower Cape May Regional School District
687 Route 9
Cape May, NJ 08204

We look forward to hearing from your students.

Sincerely,

Mark Mallett
School Business Administrator
CMC ASBO Scholarship Committee

CAPE MAY COUNTY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS SCHOLARSHIP

1. The scholarship shall be awarded in accordance with the following provisions:

   A. The recipient shall be pursuing a degree in the field of education and/or business.

   B. The recipient shall be a Cape May County high school graduate, who was a resident of the County at the time of his or her graduation for at least six (6) months.

   C. The recipient may have attended any public high school within the County.

   D. Although it is presumed that a recipient will make use of the scholarship funds immediately upon his or her graduation from high school, anyone who qualifies as a public high school graduate and a resident of the County at the time of graduation may apply for these funds. (One who has chosen not to pursue post-secondary education immediately upon graduation from high school is not precluded from applying for, and receiving, scholarship moneys, even though years may have passed since his or her graduation. The committee, in its discretion for good cause shown, may make such an award.)

2. The scholarship shall consist of a maximum of One Thousand ($1,000) Dollars, to be awarded after the successful completion of the first semester and paid directly to the student.

3. The recipient shall be a full-time student.

4. In the event a recipient chooses to attend an institution, which provides less than a four-year education, the funds may continue to be used if he or she transfers to another institution. The recipient must enroll in a two (2) year instate program, leading to a four (4) year degree in education and/or business and successful completion of the college entrance examination. In the event the recipient ends his/her education before the completion of his/her first semester, he or she shall have not more than two (2) years within which to complete that first semester. After that period, the scholarship shall be considered abandoned and the funds shall revert to, and remain a part of, the principal of the Scholarship.

5. It is the desire of the Association that the Selection Committee have discretion in the scholarship awards funded by the Fund. The Association wishes to benefit those who:

   A. Demonstrate academic capability by achieving a high school Grade Point Average of 3.0 or better.

   B. Demonstrate some involvement in extra curricular activities.

   C. May show financial need.

   However, for the good cause shown, the Selection Committee may, with the approval of the Executive Board, make such awards as may not be solely based on established selection criteria.

6. The Selection Committee shall consist of a member or members designated by the President of the Cape May County Association of School Business Officials (his/her successor as designated by the Executive Committee, or his/her designee). The number of members designated by the Executive Committee shall not exceed the total of those representing educational bodies.

7. The Association President shall establish a procedure for soliciting scholarship applications and their review by the Selection Committee. The Selection Committee, after its review of applications, and its selection of one (1) or more recipients, shall, in writing, direct the Association Treasurer to award the scholarship.

8. Scholarship recipients who are high school graduating seniors shall have their awards announced and awarded in accordance with their high school policy regarding such awards. The president of the Cape May County Association of School Business Officials shall select a member or members designated to present the award.

9. The Association may alter the provisions of the awards of this scholarship fund as interest rates fluctuate and the income generated by the Association increases or decreases. The scholarship funds will be an annual encumbered expense in the Association's checking account. Funds should be encumbered each January for spring awarding of the scholarship moneys. It is the intent of the Association to use the income generated by the Association each year for it's scholarship, and therefore the President may, in his/her discretion, alter the amounts of the awards if it becomes evident that the sums are too high or too low in accordance with the changes in tuitions. Both these changes shall be made only with the approval of the Association members.

APPLICATION FOR CAPE MAY COUNTY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS SCHOLARSHIP

NAME: _____
(First) (Middle) (Last)

Address: _____
(# & Street) (City) (State) (Zip) (Telephone #)

Number in graduating class: _____ Rank in graduating class: _____

Date of Birth: _____ Have you resided in Cape May County for at least six months? _____

FAMILY STATUS:

NAME	AGE	PRESENT OCCUPATION	WHERE EMPLOYED	ANNUAL INCOME
FATHER:				
MOTHER:				
BROTHER(S):		N/A	N/A	N/A
SISTER(S):		N/A	N/A	N/A

Father's home address: _____

Mother's home address: _____

List all other income of parents:

PARENT	SOURCE(S)	ANNUAL INCOME

List the last two schools you have attended:

FROM	TO	NAME OF SCHOOL	LOCATION	NAME OF PRINCIPAL/ COUNSELOR

What course do you intend to pursue and what profession or other vocation do you intend to practice?

_____

_____

What honors or awards have you received in school?

_____

_____

For what other scholarships have you applied? (If awarded, please indicate)

_____

_____

Please list: (for additional space - attach sheet)

HIGH SCHOOL ACTIVITIES	COMMUNITY INVOLVEMENT (Volunteer Work, Church Work, Organization Work)	HONOR SOCIETIES

Indicate the school you plan to attend & list below the approximate expenses and costs per year.

Name of school: _____

Annual Tuition	$_____
Room and Board	$_____
Books, Clothing, etc.	$_____
Miscellaneous	$_____
Total Annual Cost	$_____

CERTIFICATION OF APPLICANT

I hereby acknowledge that any scholarship funds awarded to me, as a result of this application, will be paid by the Cape May County Association of School Business Officials Scholarship, directly to me. I further certify I am eligible to receive this scholarship and that receipt of this scholarship does not disqualify me from other scholarships. I further certify that all information contained in this application can be relied upon as being true and correct.

Date: _____ Signature of Applicant: _____

CERTIFICATION OF PARENTS OR GUARDIANS

We hereby declare that we have read the answers contained in this application and that they are true and correct to the best of our knowledge and belief.

Signature of Father: _____ Date: _____

Signature of Mother: _____ Date: _____

Signature of Guardian: _____ Date: _____

Please Note:

1. **All applications must be received on or before Friday, May 1, 2020.◄◄◄◄**
2. All applications must be completed in full.
3. The latest available transcripts of your grades must be attached.
4. Please include an essay detailing how the receipt of this scholarship will help you to attain your educational goals.
5. All applicants are required to obtain letters of recommendation from their Guidance Counselor and a Teacher.

→ → →6. **Forward applications and attachments to:**

Cape May County Association of School Business Officials
C/O Mark Mallett, B.A.
Lower Cape May Regional School District
687 Route 9
Cape May, NJ 08204