



Parent Teacher Student Association
High School Graduate Scholarship

This document describes the Ann Richards School (ARS) PTSA High School Graduate Scholarship. It defines the scholarship's purpose, award procedures, administration, and funding. Scholarships will be awarded to seniors who are PTSA members in good standing. The scholarships will provide each student with \$500/year, renewable up to \$2,000 over four years. Scholarship renewal is contingent upon demonstrated successful college work.

OBJECTIVE

The purpose of the Ann Richards School PTSA High School Graduate Scholarship is to recognize outstanding young women who exemplify the qualities of an ARS student and demonstrate commitment to the ARS mission statement. This scholarship is designed to honor and assist student leaders in fulfilling the goal of attending and graduating from a college or university.

QUALIFICATIONS

The scholarship will be awarded to a senior graduating in June of the academic year. The recipients will be chosen by the Scholarship Committee of the ARS PTSA. Selection will be based upon a well-rounded student – not just one area of excellence. The Scholarship Committee will consider the following in choosing the scholarship recipients:

- Active student membership in the Ann Richards School PTSA
- College acceptance
- Leadership at the Ann Richards School
- Community involvement
- Academic performance.

Once awarded, the recipients will continue to receive the scholarship in the fall of each academic year for a maximum of four years, providing maintenance of a minimum grade point average of 2.5, and proof of that achievement to the Scholarship Committee by August 15th of each subsequent year.

ADMINISTRATION

Scholarships will be awarded to graduating seniors who are PTSA members in good standing. The scholarship will provide each student with \$500/year, renewable up to \$2,000 over four years. Scholarship renewal is contingent upon demonstrated successful college work.

The number and dollar amount of new scholarships to be awarded in a given year will be determined during the budgeting process for the current year. The budget is usually approved by the General

Membership at the last meeting of the previous PTSA year (i.e. May). The number and amount of scholarships will depend upon the status of the Scholarship Fund Escrow account and the projected current year fundraising. The number and amount of scholarship to be awarded during the current PTSA year will be communicated to be the General Membership, the Seniors, the ARS Administration, and the ARS College Center.

To be eligible for consideration, a completed application (see Appendix A, Application and Recommendation Form) must be received by April 15th of the year of high school graduation. The Teacher and College Counselor Recommendation Forms must also be received by the same date. If all application material is not received by the April 15th deadline, the student will not be considered for the scholarship. A completed application includes:

1. Copy of acceptance notification from an institute of higher education
2. A one-page resume covering her high school years listing: school activities, community involvement, special recognitions and awards, and any work experience or internships
3. A 300-word essay describing the student's interests and future goals. It should also discuss how her involvement in the ARS PTSA has impacted her education and her commitment to the ARS mission statement.
4. Copy of high school transcript
5. Recommendation Form from a teacher (returned in sealed envelope)
6. Recommendation Form from the college counselor (returned in sealed envelope)

Selection will be made by the Scholarship Committee of the ARS PTSA using a standardized rubric. See Appendix B, Award Rubric. Children or relatives of Scholarship Committee members are not eligible to apply. Recipients will be notified by May 15th through email and in person.

Before receiving any funds, applicants chosen to receive the PTSA High School Graduate Scholarship must submit verification of enrollment at the educational institution. This can be in the form of the student's commitment letter and deposit. The funds shall be made payable to the educational institution and sent directly to that institution. It is the recipient's responsibility to provide the address of the proper office at her college.

Once the scholarship has been awarded and the student is enrolled in an institute of higher education, she will continue to receive \$500 per year up to \$2,000 over four years. This is contingent upon demonstrated successful college work. The student must attend school for the entire academic year without interruption barring illness, an emergency, or military service. Successful college work means completing at least 12 hours per semester and maintaining at least a cumulative 2.5 GPA. After the recipient's first year of college, an official transcript, cover letter with a brief update of what the girl has done in the past year and the proper address of the proper office at her college must be received by the PTSA before August 15th of each subsequent year. A student may transfer from one college to another and retain the award. Again, the funds shall be made payable to the educational institution and sent directly to that institution. Failure to meet the August 15th deadline may result in forfeiture of the scholarship.

All documents submitted to the ARS PTSA become the property of the ARS PTSA and shall not be returned. Documents of the award-winning student(s) will be retained as part of the PTSA's permanent

records. All other applicants' documents will be destroyed at the end of the next PTSA year, i.e. by June 30th of the following year.

If multiple applicants seem worthy of the scholarship, the Selection Committee may choose to interview the applicants. All decisions of the Scholarship Committee are final and are not subject to appeal.

SELECTION COMMITTEE

An impartial selection committee shall be appointed by the Executive Board of the PTSA no later than January 15st of the school year. No member of the committee may have a daughter applying for the scholarship in the year that the scholarship is awarded, nor with whom there is a personal relationship. The committee shall be comprised of one person from at least five of the following six groups:

1. The President of the PTSA, or designee
2. A non-board member of the PTSA
3. A representative from the Richards family, or designee
4. An ARS administrator
5. An active ARS business partner from the local community
6. An ARS college graduate (commencing in 2018).

FUNDING

The scholarship will provide each student with \$500 per year, renewable up to \$2,000 over four years. If one scholarship is awarded each year, the PTSA will dispense \$500 to each of four graduates (the current year plus the previous three years) for a total of \$2,000 per year. If the PTSA should cease awarding the scholarship, the PTSA would need \$3,000 in escrow to meet the scholarship commitment (\$1,500 for the next year, \$1,000 for the year after, and finally \$500 for the last year). Therefore, the PTSA needs a yearly fund of \$2,000 plus an escrow fund of \$3,000. As the number of scholarships grows, both these figures must be multiplied by the number of scholarships, e.g. for two scholarships, the PTSA would need \$4,000 per year plus \$6,000 in escrow.

In order to fund the scholarship, the PTSA Scholarship Funding Committee will have to solicit members and local business. This will be done through mailings and direct contact. Steps that should be taken are:

- Develop a fundraising brochure and flyer for distribution, as well as email messages, to build support.
- Solicit \$250 scholarship donations from local businesses and individuals.
- Hold an annual fundraiser event.

Fundraising must be done in a way that does not detract from fundraising for other ARS PTSA programs. Also, donation requests and events will be coordinated with the fundraising efforts of the ARS Foundation as needed.

A possible funding plan is shown in Appendix D, Funding. It's a 10-year plan to show how the scholarship fund might grow over time. The graph shows income and expenses. The spreadsheet shows hypothetical numbers and various comments for the first 10 years. Scholarship payments and fundraising targets grow over time to adjust for cost of schooling increases and lofty goals that more donations will be available in the future. If the PTSA is successful in fundraising to the degree shown in the spreadsheet, it

can expected that at some point the interest from the fund will support adding more scholarships or increasing the amount given. In the data, a second scholarship is added in 2016.

SCHOLARSHIP FORMATION COMMITTEE MEMBERS

In early 2011, the following individuals contributed to creating this scholarship program:

- Dawnetta Hodge and Judy Kenney – stated objective of the scholarship
- Sonya Banda, Jeana Lungwitz, and Lesley MacDonald – qualifications to receive the scholarship
- Dawnetta Hodge, Judy Kenney, and Carisa Herweck – mechanics and administration
- Mark Penniman, Michelle Krejci, and Rosanne Brazeal – funding
- Lesley MacDonald, Jeana Lungwitz, and Carisa Herweck – qualifications to be on the selection committee
- Jeanne Goka, Diana Nenque, and Charles Foreman – overall reviews.

In late 2015, the following individuals contributed to reviewing and revising the scholarship program:

- Jill DiCuffa – mechanics and administration
- Madeline Hsu – objective and qualifications to receive the scholarship
- Andie O'Brien – objective and qualifications to receive the scholarship
- Sarah Nichols - – objective and selection rubric revisions
- Kristina Waugh and Charles Foreman – overall reviews



Parent Teacher Student Association

High School Graduate Scholarship Application

OBJECTIVE

The purpose of the Ann Richards School PTSA High School Graduate Scholarship is to recognize outstanding young women who exemplify the qualities of an ARS student and demonstrate commitment to the ARS mission statement. This scholarship is designed to honor and assist student leaders in fulfilling the goal of attending and graduating from a college or university.

Name: _____

Address: _____, Austin, TX 787 _____

Home Phone: _____ **Other Phone:** _____

E-mail Address: _____

Year of ARS Graduation: 20_____

Accepted by an institute of higher education? Yes _____ No _____

Which one(s)? _____

I have attached:

- _____ **This Application**
- _____ **Copy of acceptance notification from an institute of higher education**
- _____ **One-page resume covering high school years listing: school activities, community involvement, special recognitions and awards, any work experience or internships**
- _____ **Essay (300 words or less) describing your interests and future goals and discussing how your involvement in the ARS PTSA has impacted your education and your commitment to the ARS mission statement**
- _____ **Copy of high school transcript**
- _____ **Teacher Recommendation Form (returned in sealed envelope)**
- _____ **College Counselor Recommendation Form (returned in sealed envelope)**

APPENDIX A, Application

Recommendation Form

Teacher Recommendation Form

Only the information provided on this page will be considered. Please do not attach additional pages.

Student's Name: _____ Teacher's Name: _____

Grade and subject that you taught Student: _____

Please evaluate the student in the following areas. In the lines provided below, feel free (although not obligated) to briefly provide specific examples to support your rating.

	1 below average	2 average	3 above average	4 well above average	5 truly exceptional
1. Academic Performance					
2. Leadership at ARS					
3. Community Involvement					
4. Character / Integrity					
5. Is there anything else about this student that you believe is important for the PTSA Scholarship Committee to know in awarding this scholarship?					

Recommendation Form

College Counselor Recommendation Form

The college advisor’s recommendation will evaluate the GAP for each applicant, defined as the degree to which receipt of an ARS PTSA scholarship will make an improvement in the applicant’s higher education trajectory. A high GAP score reflects an applicant for whom the scholarship would make a significant difference such as attending a four-year institution rather than community college, or completing college within four years rather than taking longer. A low GAP score reflects an applicant for whom the scholarship would not have much impact, such as an applicant who has already received substantive funding or a student whose financial needs are much greater than what the PTSA scholarship provides. This information is solicited to provide the selection committee some basis for determining which students would derive the most benefit from the levels of support provided by the ARS PTSA scholarship. **Only the information provided on this page will be considered. Please do not attach additional pages.**

Student’s Name: _____ **College Counselor Name:** _____

Extent of need for aid:

	1 Low	1 Medium	3 High
Gap Score			

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APPENDIX C, ARS Mission Statement

Ann Richards School Mission Statement

The Ann Richards School for Young Women Leaders dedicates itself to prepare young women to attend and graduate from college, commit to a healthy and well-balanced lifestyle, lead with courage and compassion, and solve problems creatively and ethically in support of our global community.

An Ann Richards Girl ...

Shows up –

She knows regular attendance is the first step to success!

Is academically successful –

She makes schoolwork her priority.

Demonstrates integrity –

She uses quality values to do the right thing.

Takes care of her health and wellness –

She makes times for good thoughts, friends, food, and exercise.

Sets HIGH goals for herself –

She believes in herself!

Is a friend and team player –

She treasures relationships and does her part in a group.

Doesn't just demand change, she develops and presents thoughtful proposal for change –

She is a problem solver.

APPENDIX D, Funding

The following graph represents the scholarship fund income and outflow over 10 years. It shows scholarship until 2016 when a second scholarship is added. This scenario assumes that fund raising will decrease to \$1,000 per year in 2015/2016, and then increase to \$4,000 per year in 2018/2019. Note that in this scenario, there must be at least \$6,000 in escrow by 2018/2019. This is reflected in the EOY Balance.

