



FEW

1666 K Street NW, Suite 440
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*Working for
the advancement
of women
in government*

FEDERALLY
EMPLOYED
WOMEN

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February 06, 2008

SUSPENSE: *Postmarked no later than April 7, 2008* **CALL FOR 2008 FEW Collegiate Scholarships**

Dear Regional Managers/Chapter Presidents:

The National Scholarship Committee is currently accepting applications for the 2008 Collegiate Scholarship Program for FEW members who are seeking to continue their college education. The amount of the scholarship is up to \$2000 for FEW members pursuing their first Associate or first Bachelors Degree or first Graduate Degree at an accredited institution. The person receiving this scholarship is not limited to a particular field of study or career objective in pursuing her or his academic discipline.

Applications must be postmarked by April 7, 2008. The scholarship criteria, forms, and submission procedures are posted on the FEW web site at www.few.org, click on the menu button on the left of the home page under Scholarships - Collegiate. Additional information can be found in FEW's National Policy and Procedures Manual (NPPM), Part Three - Activity and General Procedures, in the National Training Program Scholarship Section or at www.few.org and click on the menu button for Publications on the left of the home page for more information. All application packages **MUST BE SUBMITTED** in accordance with the NPPM procedures.

To qualify for this Scholarship, you must meet the following criteria:

- Be a member of FEW in good standing and demonstrate your active participation with FEW for three years or more,
- Complete an essay on the topic "Why I Should be Awarded a FEW Collegiate, Scholarship". This essay should be no longer than two double-space pages,
- Submit three letters of recommendation preferably from a Chapter President, Regional Manager, Community Leader and/or Supervisor,
- Must be a GS 11 or below (or equivalent in alternative pay systems), provide a copy of your most current SF 50 (Notice of Personnel Action),
- Attending an accredited 2 or 4-year college/university and have a minimum grade point average of 2.5,
- Copy of all recorded grades or college transcript (this may include high school transcript if applicant has never attended a college or university),
- Be pursuing your first Associate Degree or first Bachelors Degree or graduate studies at an accredited institution,
- Mail each member of the National Scholarship Committee one copy of each application form and other documentation,

- Applications must be postmarked by April 7, 2008,
- Have not been an NTP scholarship recipient in the past three years,
- You must use the Official NTP Scholarship Forms,
- Applicants must meet all eligibility requirements by the postmark deadline (as stated),
- Include all required supplemental material, and

The committee will analyze the applications using the ranking worksheets. Applicants must score a minimum of 15 points to be eligible for a scholarship. Incomplete applications **will not be considered**.

Applicants must submit packages NLT April 7, 2008 to the following (**One copy** of each application package to)

Georgia A. Thomas
National Scholarship Chair
5923 Lattimer Dr
Houston, TX 77035

Jan Castor
737 Beyer Way
San Diego, CA 92154

Darlyn Robinson-Boyd
12125 E. Outer Drive
Detroit, MI 48224

Rhonda Smith
10117 Whipps Mill Rd
Louisville KY 40223

If you have questions or need additional information, please contact me or one of the following members of the National Scholarship committee:

- Georgia Thomas at (713) 209-3814 or email georgia.a.thomas@irs.gov
- Jan Castor at (619) 690-0430 or email castorjc@cox.net
- Darlyn Robinson-Boyd at 313-234-1846 or email :Darlyn.Robinson-Boyd@irs.gov
- Rhonda Smith at (502) 287-6221 or email: Rhonda.L.Smith@insightbb.com

Scholarship winners will be recognized at the 2008 National Training Program in Anaheim, Orange County, CA.

The Collegiate application is attached for those without internet access.

Thank you,

/s/

Georgia

EXCERPT FROM FEW'S NATIONAL POLICY AND PROCEDURES MANUAL

Collegiate SECTION
Pages 150 - 156



FEDERALLY EMPLOYED WOMEN

**NATIONAL POLICY AND PROCEDURES MANUAL
2007 EDITION – Revised August 2007**

NATIONAL COLLEGIATE SCHOLARSHIP PROGRAM

1. NATIONAL

A. POLICY.

FEW will present annual collegiate scholarships to individuals seeking their first Undergraduate degree or graduate studies. This program will award scholarships to deserving members in good standing, a GS 11 or below (or equivalent in alternative pay systems). The number and value of scholarships to be awarded each will be determined each year based on the approved budget.

B. PROCEDURES

1. A three-member Scholarship Committee will be appointed by the President. The Awards Chair will serve as an ex officio member of the committee.

2. Application solicitation listing criteria and application procedures will be announced in *FEW's News & Views* and a letter, with application forms, will be included in the monthly mailing.

3. All applications must be postmarked no later than April 7 of each year.

4. Applicants must meet all eligibility requirements by the postmark deadline.

5. Applications (and supplemental materials) must be mailed to the Scholarship Committee Chair and to each committee member. The committee will analyze the applications using the ranking worksheets shown on following pages. Applicants must score a minimum of 15 points to be eligible for a scholarship.

6. The following factors will be considered:

- a. Attending an accredited 2 or 4-year college/university
- b. Maintaining a minimum grade point average of 2.5
- c. Pursuing first Undergraduate Degree or graduate studies
- d. Supporting the goals of FEW and the Federal Women's Program
- e. Completing of a brief essay
- f. Documenting FEW experience/activities

7. In case of a tie, an applicant's grade point average (GPA) will be the determining factor. Preference will be given in the following order: 1) a GPA between 2.50 -2.90 will receive an additional (1) point; 2) a GPA between 3.00-3.50 will receive an additional two (2) points; and 3) a GPA 3.60 and higher will receive an additional three (3) points.

8. The committee will submit its recommendations to the National Executive Committee who will determine the final selection no later than the spring meeting each year.

9. An announcement of the winner will be made telephonically by the National Scholarship Chair immediately following the spring Executive Committee. The National Scholarship Chair also has the responsibility of sending a letter to the winner. In addition, the National Scholarship Chair is responsible for making the phone call to each Regional Manager and the NTP Chair notifying them of the winner.

10. Further announcements will be published in the *News & Views*, and the winners will be recognized at the NTP General Membership Meeting. The Chair of the Scholarship Committee is responsible for these announcements and for obtaining and presenting a certificate to the winner

11. The Chair of the Scholarship Committee will acknowledge receipt of all applications, notifying ineligible applicants and providing the reason for the ineligibility, and notifying each non-winner immediately after Executive Committee approval of the winner.

7. Scholarship recipients will receive funding for tuition/fees and books. A check will be issued after confirmation is received that the scholarship winner has been successfully enrolled in an accredited college or university that semester.

A. PROCEDURES APPLICABLE TO THE COLLEGIATE SCHOLARSHIP AWARD

Applicants must meet the following criteria as of the application postmark deadline of April 7th:

- a. Be a member of FEW in good standing and demonstrate active participation with FEW for three years or more.
 - a. Must be a GS 11 or below (or equivalent in alternative pay systems); provide a copy of your most current SF 50 (Notice of Personnel Action).
 - b. Complete an essay on the topic “Why I Should be Awarded a FEW Collegiate Scholarship.” This essay should be no longer than two double-spaced pages.
 - c. Complete an essay on the topic “Why I Should be Awarded a FEW Collegiate Scholarship.”
 - d. Be pursuing your first Undergraduate Degree **or graduate studies** at an accredited institution.
 - e. Be attending an accredited 2- or 4-year college/university and have a minimum grade point average of 2.5
 - g. Submit a copy of all recorded grades or college transcript.
 - h. Submit three letters of recommendation preferably from a Chapter President, Regional Manager, community leader, and/or supervisor.
 - i. Must not have been a scholarship recipient in the past three years.