

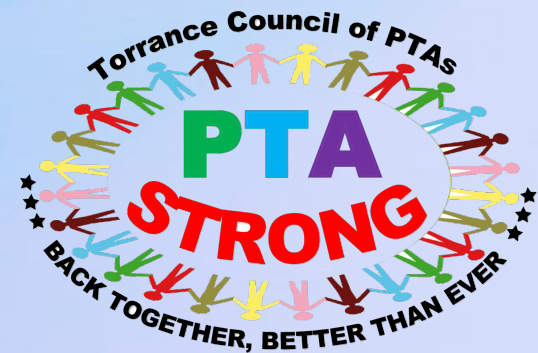
TCPTA
Scholarship Workshop
February 6, 2023



Denise Spellman
TCPTA Scholarship Chair

Email:

scholarships@torrancecouncilofptas.org



Scholarship Unit Chair Duties and Responsibilities

- Liaison between Unit and TCPTA
- Maintain communication with TCPTA Unit Scholarship Chair and Unit President
- Form Scholarship Committee for your unit
- Attend the TCPTA Training Workshop
- Responsible for scholarship application and discretion
- Receive and distribute the scholarship applications (via electronic)
- Set up committee procedures and deadlines based on TCPTA and Unit guidelines



Scholarship Unit Chair Duties and Responsibilities (cont.)

- Submit event plan to unit BOD
- Confirm the budget for scholarship
- Collection applications back from committee and tally results
- If needed, assemble committee for final recipients selections
- Coordinate award(s) and payment(s)
- Present award to recipient(s) at Association meeting (or other unit PTA Event)

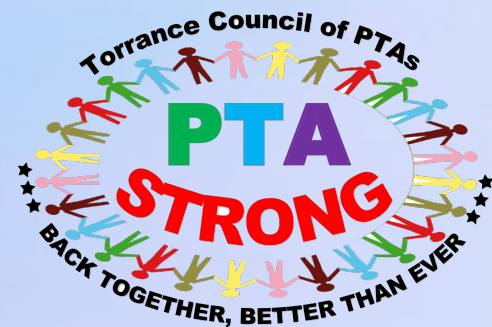


VERY IMPORTANT

Email recipient information
recipient(s)' first and last name,
scholarship amount and your unit
to TCPTA Unit Scholarship chair

NO LATER THAN MONDAY, March 13, 2023.

This ensures the recipients are included in their high school's graduation program.



Forming your Scholarship Committee

- **IMPORTANT** NO committee member can have a child/relative who is a senior at a TVSD high school!
- Check your unit's by-laws for any info regarding your unit's scholarship committee guidelines
- Committee should have at least 3, but no more than seven (7) members
- Committee must be discreet and not share any scholarship applicant info with others
- Committee members should be a member of your Unit's PTA



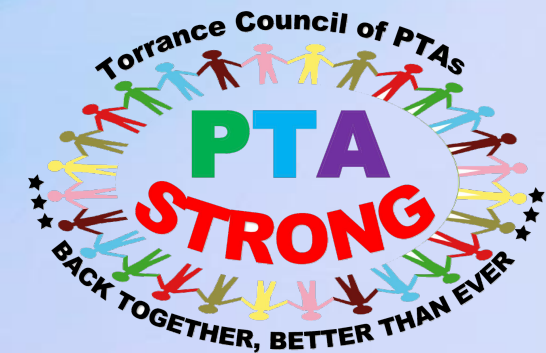
Getting the Applications Ready for Distribution

- This year the applications are distributed electronically
- Unit Chair can access their folder at:
 - https://drive.google.com/drive/folders/17k6kG7blkSFpgPeBvFGEwZSAV7pUQ2Nw?usp=share_link
- There are two folders in each Unit's folder
- One with names and one without
- Unit Presidents and Chairs can access both folders
- Committee members can only access the no name folder
- Please share the no names folder with your committee



How to Select Your Recipients

- Check your Unit's by-laws for any standing rules for scholarship selection
- Meet with your committee to lay out guidelines for selecting recipients
- Committee should determine how many scholarships will be award and the amounts unless already determined by Unit's by-laws.



Special note: CAMS (California Academy of Math and Science)

- CAMS student who attended elementary and/or middle school within the TVSD are eligible for unit scholarships at their former TVSD school if they meet the following:
 - MUST still reside in the city of Torrance
 - MUST be a PTA member at a TVSD School
 - Must use the TVSD scholarship application and submit to the high school they would've attended
 - CAMS students are only eligible for elementary and middle school PTA unit. They should not be considered for high school or TCPTA scholarships
- Check your unit's by-laws for any reference to scholarships for CAMS students
- If your unit does not address scholarships for CAMS students in the by-laws, it is advised the situation is addressed to the PTA Board and vote on it.

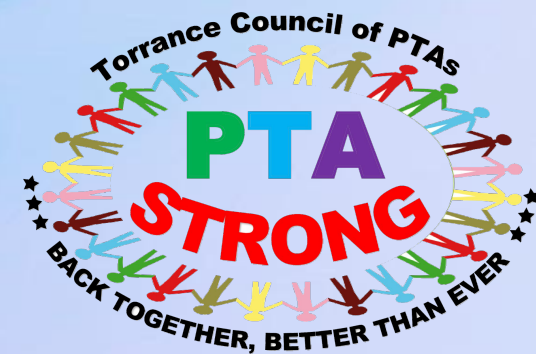


Notifying Scholarship Recipients and Awarding Scholarships

- Make sure you have received approval from BOD to release funds for scholarship(s)
- Check if your unit has a standard letter for awardees
- Your unit may also choose to notify non-recipients and thank them for applying
- Invite your scholarship recipient(s) to an upcoming Association meeting (or other unit PTA event) to present their scholarship
- Coordinate presentation of awards at event
- **PLEASE** follow current Covid-19 safety guidelines

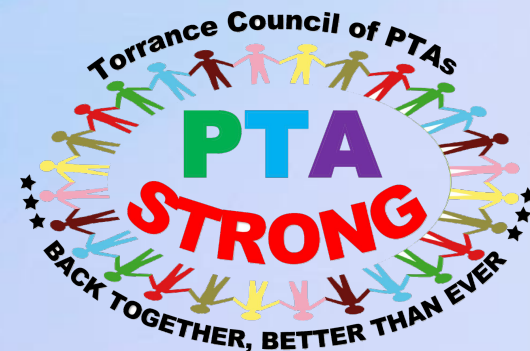


Questions and Answers



FINAL REMINDER:

Send the list of your unit's scholarship recipients (included name, high school and scholarship amount) to the TCPTA Scholarship Chairperson no later than *Monday, March 13, 2023*



Thank you for being your
Unit's Scholarship Chair.

Have fun!

