**DELTA KAPPA GAMMA SOCIETY INTERNATIONAL**

**ALPHA ZETA STATE**

**GAMMA CHAPTER**

**DELTA KAPPA GAMMA SOCIETY SCHOLARSHIP FUND**

**(REBA BURRICHTER SCHOLARSHIP FOR PERSONAL**

**ENRICHMENT AND PROFESSIONAL GROWTH)**

*Dear Applicant,*

*Below is Gamma’s application for the* ***Delta Kappa Gamma Society Scholarship Fund,*** *informally known to Gamma members as the* ***Reba Burrichter Scholarship for Personal Enrichment and Professional Growth.*** *Applications must be completed in their entirety and submitted digitally. To complete the application, Times New Roman font at 12 dpi is required. Some sections will necessitate using extra pages. Be certain to reference the section/information heading on the extra pages. (i.e. Budget Travel)*

*There are several sections to the application:*

1. *Cover Sheet*
2. *Information and Guidelines*
3. *Scoring Rubric*
4. *Application*

*This page serves as the* ***Cover Sheet****. All applications will be read blind (without information that will identify the applicant). Prior to the Delta Kappa Gamma Society Scholarship Fund Committee screening applications, all cover sheets will be removed or redacted.*

**COVER SHEET**

**Directions:** Complete the Cover Sheet by providing all requested information.

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Street** |  | |
| **City** |  | |
| **State** |  | **Zip Code** |
|  | | |
| **Phone** | **Home** | **Cell** |
| **Home Email** |  | |

**Directions:** Check one. Active Educator Retired Educator

I, (your name) , understand that completion of this application indicates willingness to comply with the requirements/terms of the award as stated in the application packet.

**Note:** Your name inserted below will act as your digital signature.

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*The legal name of this scholarship is the* ***Delta Kappa Gamma Society Scholarship Fund*** *as per Reba Burrichter’s will. To honor Reba Burrichter, her devotion to Gamma Chapter, and her generous bequest; Gamma members will also know this scholarship by*

*the unofficial name of:* ***Reba Burrichter Scholarship for Personal Enrichment and Professional Growth.***

**Who was Reba Burrichter and what is the sponsoring organization?**

A bequest to Gamma Chapter of Delta Kappa Gamma Society International (DKG), Alpha Zeta State (AZS); the Reba Burrichter Estate was the basis for the establishment of the **DELTA KAPPA GAMMA SOCIETY SCHOLARSHIP FUND**[Reba Burrichter Scholarship for Personal Enrichment and Professional Growth (RBS for PE/PG)]. Sarah Rebecca Burrichter, Reba to her friends, was a dedicated educator for 37 years in Hamilton Township, Mercer County, NJ. She was a leader ahead of her time; a supporter, an advocate, and a friend to many. Those who were fortunate enough to have known her during her career regale her as an outstanding master teacher, instructional supervisor and a great mentor. She left a legacy of distinguished service and achievement in the profession she loved. Her artwork and contributions to historical societies leave a permanent footprint of her dedication to arts and history. She was secretary at the Trent House Board and served The Historical Society of Hamilton Township. She is remembered for her many works of charity, volunteering at the hospital and keeping five college students a year in books. Miss Burrichter was initiated into Gamma Chapter in April 1975. She was the recipient of the Key Award in 2008.

The Delta Kappa Gamma Society International, the State Organizations and Local Chapters promote the personal and professional growth of women educators and excellence in education. Alpha Zeta State (AZS) is the State Organization for our Gamma Chapter.

**What is the DELTA KAPPA GAMMA SOCIETY SCHOLARSHIP FUND (RBS for PE/PG)?**

The Delta Kappa Gamma Society Scholarship Fund (RBS for PE/PG) is an award granted to Gamma Chapter members of AZS to participate in *personal enrichment* or *professional development activities*. Scholarship awards may fund travel, lodging, meals, pay for substitutes, registration fees, etc. Awards may not be used to reimburse for activities already completed to pursue a degree program or to fund an educational project.

Professional Enrichment is defined as *the act or process of developing or augmenting one’s intellectual and/or creative resources.*

Professional Development is defined as *a growth-promoting learning process that empowers employed educators to further excellence in education.*

**What does the Delta Kappa Gamma Society Scholarship Fund (RBS for PE/PG) support?**

The Delta Kappa Gamma Society Scholarship Fund (RBS for PE/PG) supports participation in *personal enrichment* activities that develop awareness, talent and potential, enhance quality of life and contribute to the realization of personal aspirations and *professional development* activities such as professional seminars, workshops, lecture series, initial national board certification, on-line courses and other non-degree program opportunities that relate to the professional aspirations.

The award may pay for registration fees and conference-related materials, travel, lodging, food, substitute teacher, if not provided by the district and other expenses necessary for participation.

The award may pay for initial United States National Board Certification only and does not pay for recertification. Documentation of accepted candidacy must be attached to the application.

The award may not be used for: 1) attendance at Society-sponsored events, 2) college or university courses leading to the completion of a degree program or 3) reimbursement of expenses for activities already completed.

**Who may apply, when should an applicant apply and how often can they apply?**

Only members in good standing of Gamma Chapter of AZS who meet the stated personal enrichment and/or professional development definition(s) may apply. Application submission signifies the member’s acknowledgment and understanding that they will maintain Gamma Chapter membership for a minimum of 3 (three) years. Applicants may apply for the scholarship annually but can receive the scholarship once every 5 (five) years. RBS for PE/PG activities must occur after the funds are awarded. Awards will not fund pre-award activities.

Applications are due **March 1** of each calendar year. Notification of acceptance or non-acceptance will be made approximately 1 (one) month after the deadline.

The RBS for PE/PG award will be presented annually at **Gamma’s May meeting**.

**How will the Delta Kappa Gamma Society Scholarship Fund (Reba Burrichter Scholarship for Personal Enrichment and Professional Growth) be received?**

If the application is approved, applicants

* may receive an award for the full amount or only a portion of the amount requested;
* will receive, at Gamma’s May meeting, the full amount awarded with notification, if the award is $1,000 or less; will receive $1,000 for any award greater than $1,000;
* will receive the remainder of the award, if any, upon verification of participation (copies of receipts), but no award will exceed $3,000;
* shall submit this documentation within 14 (fourteen) days after completion date;
* shall return the award funds if unable to complete the experience for which it was granted; and
* may not transfer any part of the award funds to a different (or additional) personal enrichment or professional development activity.

**How do I submit the application?**

Applications and documentation must be submitted electronically as email attachments on or before the date of **March 1** of each calendar year. The completed application should be sent to Saula Cutter, Delta Kappa Gamma Society Scholarship Fund Ad Hoc Committee Chair at SLCsGamma@gmail.com. Upon submission, an email confirmation will be sent as proof of receipt.

Acceptance of a RSB for PE/PD award constitutes

* an agreement to provide a program/presentation to Gamma Chapter.
* an agreement to acknowledge and promote DKG, AZS and Gamma Chapter with the funded event/project.
* an agreement to provide documentation (photographs, text, etc.) suitable for publication or use in publicity, as well as, permission for use of the documentation in print and digital communication about Gamma and the Delta Kappa Gamma Society Scholarship Fund (RBS for PE/PG).

We encourage recipients to submit their project to the DKG Collegial Magazine.

**Delta Kappa Gamma Society Scholarship Fund**

**(Reba Burrichter Scholarship for Personal**

**Enrichment and Professional Growth)**

**Scoring Rubric**

1. Disqualifications: Application will not be considered if any of the following (A – I) apply.

Note on rating sheet (by letter) all that apply.

A. Funding requested for a degree program

B. Responses are incomplete

C. Signature not included

D. Application lacks original documentation

E. Applicant is requesting reimbursement

F. Specific need for the requested activity is not demonstrated

G Not yet accepted for National Board Certification process

H. Applicant is requesting funding for National Board Certification renewal

I. Applicant does not meet application deadline.

J. Applicant has received the RBS for PE/PD within the last 5 years.

TOTAL POSSIBLE POINTS THIS SECTION: 70

POINTS

2. Application, in a clear and detailed manner, describes the intended activity.

A. Enhancing personal/professional abilities 0-20

How directly related is the activity to the applicant's current actions

and/or to a new personal/professional direction the applicant wishes to take?

B. Goal(s) for personal/professional improvement 0-20

Include anticipated changes in achievement, behaviors or attitudes.

C. Commitment to sharing with Gamma Chapter colleagues 0-10

Cite several specific ways in which information would be shared.

D. Quality of proposed personal enrichment/professional development activity 0-10

Is provider a known, reputable organization/person(s)?

(Documentation required)

E. Does proposed personal/professional activity offer a unique experience? 0-10

Is it appropriate for specialization, new trend, and/or cutting edge in

applicant’s field of interest?

TOTAL POSSIBLE POINTS THIS SECTION: 20

POINTS

4. Anticipated Expenses

A. Cost of registration is comparable with length and quality of activity. 0-10

(Documentation required)

B. Applicant shows restraint in estimating costs of transportation, lodging, and

meals. 0-10

(Documentation required)

TOTAL POSSIBLE POINTS THIS SECTION: 10

POINTS

5. Quality of Application 0-10

A. Overall quality of application

TOTAL POINTS ALL SECTIONS COMBINED: \_\_\_\_\_\_\_\_\_\_ of 100

**Delta Kappa Gamma Society Scholarship Fund**

**(Reba Burrichter Scholarship for Personal**

**Enrichment and Professional Growth)**

**Application Form**

If acronyms are used, on the first reference write out the name followed by the acronym

enclosed in parentheses. Example: Reba Burrichter Personal/Professional Scholarship

Award (RBS for PE/PD)

**Directions:** Complete the chart.

|  |  |
| --- | --- |
| **Name of Project/Event** |  |
| **Beginning Date** |  |
| **Ending Date** |  |

**Proposed Individual Professional Development Activity directions:** Write your

responses in the expandable boxes below. Be specific and succinct.

**Describe the personal enrichment/professional development activity. Attach supporting**

**documentation. Include the name of any sponsoring organization(s). Give details**

**regarding any required travel. If this is for U.S. National Board Certification, attach**

**proof that your request has been accepted by the U.S. National Board.**

|  |
| --- |
|  |

**How will your participation enhance your goals and/or any further direction you**

**wish to take?**

|  |
| --- |
|  |

**How will you share the information learned with Gamma Chapter colleagues? Cite several**

**specific ways in which information would be shared.**

|  |
| --- |
|  |

**Directions:** Answer the question below by checking the appropriate box.

**Should you not receive the full amount requested, will you attend the personal**

**enrichment/professional development activity?** Yes No

**Add additional comments below.**

|  |
| --- |
|  |

**List anticipated expenses (USD) for the activity and anticipated funding sources other than**

**RBS for PE/PD. Attach complete electronic copies of brochures or web pages showing**

**registration fee, cost of flight and hotel rates. PROVIDING WEB LINKS IS NOT**

**SUFFICIENT. Other expenses may be estimated.**

Below is an expandable sample chart in table format to get your started. Add additional rows

or columns as needed.

|  |  |  |
| --- | --- | --- |
| **Anticipated Expenses** | **Itemized Expenditures** | **Cost (USD)** |
| Registration Fee |  |  |
| Travel |  |  |
| Hotel (State number of nights and cost per night) |  |  |
| Meals (Estimate of number and cost) |  |  |
| Other (Explain) |  |  |
|  |  |  |

Applications must be submitted electronically. Refer to the details on page 4 under **How do I submit the application?**