

# Town of Oyster Bay Civil Service Employees Association Local 881 2018 Elizabeth (Bette) James Scholarship Fund

## APPLICATION GUIDELINES

### General Information

#### ***What is the purpose of the Bette James Scholarship Fund?***

The scholarship fund was created in remembrance of Elizabeth (Bette) James, who was an officer and activist of CSEA Local 881, to continue her legacy of providing help and assistance to others. Bette was a long-time Town of Oyster Bay employee who was fiercely devoted to her family, friends, church and community. Bette's enthusiasm, compassion, and faith provided her with the endurance to volunteer much of her time to promote a better life for people in the Oyster Bay Community where she was born and raised. Bette was particularly fond of championing the "underdog" and helping less fortunate individuals. Her leadership, dependability, hospitality and humility earned her the respect of her co-workers who elected her to the Executive Board of the CSEA Local 881 Union.

This scholarship is not focused on academics in the manner that traditional scholarships are, but is focused on the student's participation in extra curricular activities, volunteerism, leadership abilities, commitment to community & civic groups, and activities that encourage a positive direction for the future. The scholarship will assist a student who exemplifies some of the qualities that Bette possessed.

The scholarship may be used for tuition and/or associated tuition costs for a student currently attending or planning to attend a vocational training school, trade school or college.

#### ***Who is eligible to apply for the scholarship?***

Any active CSEA Local 881 member in good standing, their children **OR** their dependent(s) are eligible to apply for the scholarship. The scholarship may be awarded to an individual a **maximum of three (3) times**.

#### ***How do I apply for the scholarship?***

- You must submit your completed application package (1 original and 1 copy) to the Scholarship Committee.
- The application with the supporting documentation must be **postmarked, or delivered** to the CSEA Local 881 office on or before 3:00pm, Friday, April 20, 2018.
- **The application must be legible.** A typed application will be easier for the scholarship committee to read, but is not mandatory. The Personal Statement **must** be typed.

- The completed application package will contain the following items collated and stapled in the following order:
  - Application form completed and signed
  - A personal statement describing yourself and why you think you are the best candidate for the scholarship
  - Two letters of recommendation - **on letterhead, dated, signed by the author and written within the past year**

### ***Where do I send the completed application?***

Return the original and a copy to:

**Bette James Scholarship Committee  
c/o Town of Oyster Bay CSEA Local 881  
150 Miller Place  
Syosset, New York 11791**

If you are delivering this application to the CSEA Local 881 Office, the hours of operation are Monday – Friday from 7:00am to 3:00pm.

### ***What is the amount of the scholarship?***

The Scholarship Committee will award up to three (3) - \$1,500.00 scholarships.

### ***What is the decision making process?***

A scholarship review panel, consisting of Local 881 members, will review and rate the applications. Prior to review by the panel, all personal information is removed from the application so that the author is anonymous. The scholarship review panel is a completely separate entity from the permanent scholarship committee and the two groups may not have members in common.

### ***Who do I call if I have a question?***

If you have any questions with regard to the scholarship application or process, please feel free to contact Guadalupe Johnson in the Union Office (516) 677-5818.

### ***What are the relevant dates and deadlines?***

- **Friday, April 20, 2018**
  - The completed application must be postmarked or submitted to the CSEA Local 881 Office.
- **Mid May 2018**
  - CSEA Local 881 will notify the winners and post the names of the recipients on the CSEA Local 881 website: [www.csea881.org](http://www.csea881.org)



# Town of Oyster Bay Civil Service Employees Association Local 881

## Bette James Memorial Scholarship Fund

### APPLICATION

#### Part I. Applicant Personal Information:

First Name	Middle	Last Name	
Street Address			Apt. No.
City/Town		NY	Zip Code
Home Phone No.		Cell Phone No.	
Name of CSEA Member		CSEA Member's Town Department	
Relationship of applicant to named CSEA member (i.e. self, son, daughter, etc.)			

#### II. Education:

Name of School	Address	No. of Yrs.

#### III. Certification (to be signed by all applicants)

I have read and understand the enclosed information. I affirm that the information which I have provided on this application form and any additional material that I submit related to the scholarship process is complete, accurate, and true to the best of my knowledge. **I also understand that furnishing false information may result in revocation of my scholarship.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**



#### IV. Volunteer Work:

Describe any volunteer work in which you participated. Include the name of the organizations with which you volunteered. If you have helped individuals or family members include this here as well. You may also include extra curricular School activities. (Attach additional sheets if necessary)

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#### V. Awards or Special Recognitions

Please list any awards or special recognitions that you have received. (Attach additional sheets if necessary)

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#### VI. Personal Statement:

Please attach a 250 word autobiographical essay, which describes your significant experiences, community involvement, and the qualities of character and leadership important to achieving your goals. Include the importance of family and community in your life. Highlight those personal accomplishments, achievements, and experiences that have given you considerable satisfaction and have helped to form your character. Be sure to comment on your aspirations in terms of your educational and career goals. Finally, explain the difference receiving a scholarship would mean in your life. **If your application is not at least 250 words, your application will not be considered for a scholarship.**

#### VII. Letters of Recommendation

You must attach two (2) current letters of recommendation with this application. The letters may come from employers, school officials, and organizations for which you have volunteered and/or from people you have helped. The letters of recommendation should address your character, work ethic, volunteerism, and pursuit of academic goals as they pertain to this scholarship, and your relationship to the person writing the letter. **The letters of recommendation must be on letterhead, dated, written within the past year and signed by the author.**