

# Mary Morrow- Edna Richards Scholarship

## General Policies

### for the Mary Morrow-Edna Richards Scholarship Trust Fund North Carolina Association of Educators

The North Carolina Association of Educators Business Office, Raleigh, North Carolina, audits and administers the Mary Morrow-Edna Richards Scholarship Fund, established by teachers and perpetuated through voluntary contributions of teachers and friends.

Money deposited in the Mary Morrow-Edna Richards Scholarship Trust Fund consists of contributions in honor of living educators, memorials, and all honoraria received by the past presidents of the former Association of Classroom Teachers. This money is received in the state NCAE office and deposited in the Mary Morrow-Edna Richards Trust Fund.

The number and amount of scholarship awards will be determined by the amount of interest received annually from the Fund.

## Guidelines for Administering the Trust Fund

1. The state NCAE president shall serve as liaison between the Board and the trustees of the Fund.
2. Current receipts of the Fund shall be deposited in a savings account at Wachovia Bank and Trust Company, Raleigh, and shall be added to the Trust Fund after the auditing of the books at the end of the fiscal year.
3. Interest on the reserve-operating fund shall be deposited to the Trust Fund account after the auditing of books at the end of the fiscal year.
4. Applicants must be **North Carolina residents** enrolled in a teacher education program. They must be in the **JUNIOR YEAR OF COLLEGE** and willing to teach in the public schools of North Carolina for at least **two (2)** years following graduation, and be encouraged to become members of the NCAE following graduation.
5. All applications should be made through a college or university. The head of the department of education in teacher-training institutions is requested by NCAE to select qualified juniors to receive application forms. Preference may be given to children of NCAE members and to members of Student NCAE as part of the selection process. Other selection criteria are character, personality, scholastic achievement, evidence of promise as a teacher, and the financial need of the applicant. Other individuals meeting the above qualifications may request application forms from the state NCAE office.
6. In addition to the completed application form, applicants must submit a digital photo via e-mail to **annette.montgomery@ncae.org**. Photos should be a head and shoulders shot, jpeg file format, 300 dpi and no larger than 4 inches by 5 inches in size. Photos will be used for publicity only. An official transcript of college work through the first semester of the junior year must also be submitted. Recommendations are requested from at least three (3) persons who are familiar with the student. Two (2) recommendations should be from persons knowledgeable of the student's abilities and scholastic experience (college) and a third recommendation should be provided from the student's home community. The person making the recommendation must mail this information directly to the state NCAE office. **All** required materials must be postmarked no later than **JANUARY 11, 2010**. Mail all recommendations to the attention of the Mary Morrow-Edna Richards Scholarship Committee.
7. The applicant is responsible for supplying all materials required for consideration for the scholarship by the deadline.
8. The state NCAE president shall appoint a screening committee to review applications and to select winners and alternates. Winners will be notified by mail and receive scholarship certificates from the NCAE.
9. In the fall of the applicant's senior year, the NCAE business office shall assume the responsibility of forwarding the scholarship money directly to the institution in which the recipient is enrolled.
10. The institutions are requested to return to NCAE any money not used by the recipients.