



OHSA Scholarship Application Process

The purpose of the Oregon Head Start scholarships is to promote educational opportunities for the Head Start community. The scholarship process is a wonderful opportunity to acknowledge just a few of the many committed members of our Head Start family. OHSA scholarship application materials are available after the OHSA state meeting in November. Materials may also be downloaded from the OHSA web page at www.ohsa.net. Please review the NHSA website for national scholarship guidance. NHSA materials are available on the web at www.nhsa.org.

Guidelines

- All applications will be initially screened to assure they are complete. Only complete applications will move forward to the scoring process.
- Applicants for Parent and Staff scholarships must be a current Head Start parent or employee for at least one (1) program year. The current year can be included.
- Applicants for the Richard Alexander Early Head Start scholarship must be parents with an infant or toddler currently enrolled in an Early Head Start program.
- Parent and Staff applicants must have a high school diploma or equivalent.
- The application must meet the criteria listed on each scholarship application page, including submissions for both category questions and 3 letters of reference.
- Letters of reference must include one Supervisor /Teacher (or Teacher/Counselor/Administrator for graduating seniors), one Personal, and one Community Member as indicated on the application. **Letter of Reference should be marked in the upper right-hand corner what category they are fulfilling.**
- Applications must be complete; they should be typed and limited to one page per category. If possible hold the application materials together with a sturdy clip or insert it into a clear plastic report folder.
- All scholarships must be submitted in English.
- Each applicant may enter in as many categories as they are eligible, but may only be awarded a single OHSA scholarship annually.
- Photos are not to be submitted. Applications with photos will be disqualified.
- **Applications that fall outside the requirements are rejected and not scored.**



Helpful Hints for Applicants

- Applicants should request more than enough reference letters and choose the best ones to submit as the required three letters. Letters should have the author's title if they have one. Do not submit more than three letters.
- Letter of Reference should be marked in the **upper right-hand corner** what category they are fulfilling (ex: Supervisor/Teacher, Personal or Community Member)
- Determine what the timeline for submission of applications is for your local program and beat it.
- If the instructions say one page or less make sure it is.
- Double-check statements for each category. Each application has very specific guidelines.
- Points will be awarded for a clear statement of the applicant's goals/aspirations for their career, education, and future. Attendance experience and/or plans for attending an institution of higher learning should be clearly addressed. You may describe how scholarship funds will be used to help achieve your goals.
- All scholarships must be submitted in English. Although we value all cultures and ethnic origins, the short turn-around time from the deadline to scoring does not allow time for translation. Your local program can help you with obtaining translation services.
- All applications are final at the time of receipt by the OHSA Scholarship Committee.

Local Programs

- Attach a **"State Confirmation Form"** to the complete packet of applications and transmit them to OHSA one of the two following ways:
 - **Hand deliver** to the Registration Table at the OHSA May Spring Conference by 2 pm on the **First Day**.

Mail applications to the OHSA office. **They must be received no later than two weeks prior the OHSA May Spring Conference. You will receive an email confirmation of receipt for mailed packets.**

- Head Start programs are advised to retain a copy of the application materials at their program.
- **Programs must support the scholarship applicant and application process by editing, proofreading, and reviewing for technical errors, applications before submitting them to the OHSA Scholarship Committee.**



STATE CONFIRMATION FORM

- Oregon Head Start programs are asked to complete this form and attach it as a face page to applications submitted to the state association.

Date _____

Program Name _____

Name of Director _____

Name of Scholarship Chairperson _____

Chairperson Contact Phone/Email _____

I confirm that our program is submitting the attached applications to the OHSA for the OHSA Scholarships. All submitted applications have been reviewed to ensure they meet the requirements.

Note the **number** of applications that are attached.

Each program will turn in a single state confirmation form as all the applications are to be turned in at the same time. The numbers ensure we have the correct amount of scoring sheets and have not misplaced any applications.

___ Ken Lyday Memorial Scholarship For **Staff**

___ Frank Roberts Memorial Scholarship For **Parents**

___ Richard C. Alexander Scholarship For **Early Head Start**

Director or Scholarship Chair Signature

Date

Oregon Head Start Association
9140 SW Pioneer Ct, Ste E
Wilsonville, OR 97070
www.ohsa.net



KEN LYDAY MEMORIAL STAFF SCHOLARSHIP

Kenneth Lyday was a long-time Head Start teacher and member of the Oregon, Region X, and National Head Start Association boards. He began teaching at Mt Hood Community College Head Start in 1992 and continued there until his passing in 2016. Ken's passion for Head Start was apparent to everyone who met him.

SCHOLARSHIP

The recipients of the Ken Lyday Memorial Staff Scholarships will receive a \$2,000 award to be applied to an institution of higher learning. Winners will be asked to provide proof of enrollment in order for OHSA to issue scholarship checks.

SCHOLARSHIP CRITERIA

Your program has established its own timeline for reviewing applications. Your program will submit this application to the OHSA Scholarship Committee no later than **2:00 pm on the first day of Annual May Spring conference**. Failure to meet any of the rules, regulations, or criteria below will result in automatic elimination. **Applications must be submitted in English.** Applications with photos will be disqualified.

1. The applicant must be a Head Start staff member.
2. Proof of acceptance, or enrollment, from an institution of higher learning, is required and must be attached to this application. Formal documentation of enrollment is required within five months of receiving the scholarship.
3. **CATEGORIES:** The applicant must submit a separate typed page of responses for each category. The maximum point value for each category is indicated in parentheses. Judges will rate for specific information.
 - a. **HEAD START EXPERIENCE:** *Discuss your years in Head Start* in one typed page or less: What year did you start? What positions have you held? (Policy Council, staff, volunteer positions, etc.) (20 points)
 - b. **GOALS/ASPIRATIONS:** Describe in one typed page or less, your *goals/aspirations* for furthering your education and the role Head Start has played in your education. (50 points)

REFERENCE LETTERS: The applicant must submit exactly three letters of reference, one for each type of relationship. Letters should be typewritten by an individual who knows the applicant in the following capacity: (1) Teacher/Supervisor, (2) Personal, or (3) Community Member. Letters must be written by three different people. Please indicate what relationship capacity the letter is meeting (Teacher/Supervisor, Personal or Community Member) by clearly indicating so in the top right corner of each reference letter. If the letter is being submitted in a sealed envelope, clearly indicate the relationship capacity on the envelope. Letters will be judged for specific information and rated on their overall effectiveness. (30 points)



FRANK ROBERTS MEMORIAL SCHOLARSHIP FOR HEAD START PARENTS

In addition to an illustrious teaching career, Frank Roberts served over 25 years as a member of the Oregon State Legislature, retiring in August 1993. Senator Roberts is remembered for his skilled service as a leader of the Education and Human Resources Subcommittees and was a leader in establishing state funding for the Oregon Head Start Pre-Kindergarten Program. His dedication to children and families, commitment to the disabled, advocacy for early childhood education and Head Start, and his unwavering commitment to education at every level made him a hero for thousands of Oregonians.

SCHOLARSHIP

The recipient of the Frank Roberts Memorial Scholarships for Parents will receive a \$2,000 award to be applied to an institution of higher learning. The winner will be asked to provide proof of enrollment in order for OHSA to issue scholarship checks.

SCHOLARSHIP CRITERIA

Your program has established its own timeline for reviewing applications. Your program will submit this application to the OHSA Scholarship Committee **no later than 2:00 pm first day of the Annual May Spring conference**. Failure to meet any of the rules, regulations, or criteria below will result in automatic elimination. **Applications must be submitted in English.** Applications with photos will be disqualified.

1. The applicant must be a Head Start parent.
2. Proof of acceptance, or enrollment, from an institution of higher learning, is required and must be attached to this application. Formal documentation of enrollment is required within five months of receiving the scholarship.
3. CATEGORIES: The applicant must submit a separate typed page of responses for each category. The maximum point value for each category is indicated in parentheses. Judges will rate for specific information.
 - a. HEAD START EXPERIENCE: *Discuss your years in Head Start* in one typed page or less: What year did you start? What positions have you held? (Policy Council, staff, volunteer positions, etc.) (20 points)
 - b. GOALS/ASPIRATIONS: Describe in one typed page or less, your *goals/aspirations* for furthering your education and the role Head Start has played in your education. (50 points)

REFERENCE LETTERS: The applicant must submit exactly three letters of reference, one for each type of relationship. Letters should be typewritten by an individual who knows the applicant in the following capacity: (1) Teacher/Supervisor, (2) Personal, or (3) Community Member. Letters must be written by three different people. Please indicate what relationship capacity the letter is meeting (Teacher/Supervisor, Personal or Community Member) by clearly indicating so in the top right hand corner of each reference letter. If the letter is being submitted in a sealed envelope, clearly indicate the relationship capacity on the envelope. Letters will be judged for specific information and rated on their overall effectiveness. (30 points)



RICHARD C. ALEXANDER SCHOLARSHIP FOR EARLY HEAD START (EHS) PARENT

Richard C. (Dick) Alexander, a business leader, and entrepreneur had a deep commitment to focusing resources where they can make the greatest difference: early childhood. He was the architect of the Ready for School campaign which leveraged the power of business and civic leaders to secure an additional \$39 million in state funding for Oregon Head Start Pre-kindergarten's most vulnerable children. In 2010, his advocacy resulted in the Oregon Legislature allocating a million dollars to the Department of Education to establish a state-funded EHS program. This placed Oregon as a front runner in developing a state and federally funded system for early childhood services, prenatal to age 5. In honor of Alexander, this scholarship will be awarded annually to an Early Head Start Parent enrolling or enrolled in a program of higher education.

SCHOLARSHIP

The recipient of the Richard C. Alexander Scholarship for Early Head Start Parents will receive \$2,000 to be applied to an institution of higher learning. Winners will be asked to provide proof of enrollment in order for OHSA to issue scholarship checks to their institution of higher learning.

SCHOLARSHIP CRITERIA

Your program has established its own timeline for reviewing applications. Your program will submit this application to the OHSA Scholarship Committee **no later than 2:00 pm first day of the Annual May Spring conference.** Failure to meet any of the rules, regulations, or criteria below will result in automatic elimination. **Applications must be submitted in English.** Applications with photos will be disqualified.

1. The applicant must be a current Early Head Start parent.
2. Proof of acceptance, or enrollment, from an institution of higher learning, will be required. Formal documentation of enrollment is required within five months of receiving the scholarship.
3. CATEGORIES: The applicant must submit a separate page of typed responses for each category. The maximum point value for each category is indicated in parentheses. Judges will rate for specific information.
 - a. **EARLY HEAD START EXPERIENCE:** Describe in one page or less, your experience as an Early Head Start parent. (20 points)
 - b. **GOALS/ASPIRATIONS:** Describe in one page or less, your *goals /aspirations* for furthering your education and the role Head Start has played in your education. (50 points)
 - c. **REFERENCE LETTERS:** The applicant must submit exactly three letters of reference, one for each type of relationship. Letters should be typed by an individual who knows the applicant in the following capacity: (1) Teacher/Supervisor, (2) Personal, or (3) Community Member. Letters must be written by three different people. Please indicate what relationship capacity the letter is meeting (Teacher/Supervisor, Personal or Community Member) by clearly indicating so in the top right hand corner of each reference letter. If the letter is being submitted in a sealed envelope, clearly indicate the relationship capacity on the envelope. Letters will be judged for specific information and rated on their overall effectiveness. (30 points)

OHSA

Staff and Parent Scholarship Initial Screening

Applicant Name: _____

Scholarship Applying for: _____

Initial Screening: *Check if the item is present*

All applications will be reviewed to insure that they are complete. Only complete applications will move forward to the scoring process.

If something is missing, please circle it.

Accompanied by state confirmation form and received by the deadline

3 sets submitted

Current status box on application form checked

Head Start Experience

Typed

1 page or less

Goals/Aspirations

Typed

1 page or less

3 letters of reference – labeled in right corner from 3 different people

1 Teacher/Supervisor

1 Personal

1 Community Member

Proof of enrollment or acceptance in an institution of higher learning

Exception if the application is for RCA EHS Parent who is graduating high school.

Questions or Comments related to Eligibility of the Application:

Screener's Name _____

Screener's Signature _____



OREGON HEAD START ASSOCIATION SCHOLARSHIP APPLICATION FORM

9140 SW Pioneer Ct Ste E Wilsonville, OR 97070

Please be sure to complete this form in its entirety. All fields are required. Type or print.

Date:

PRINT

SCHOLARSHIP I'M APPLYING FOR

(check only one box)

Frank Roberts-Parent

☐

Ken Lyday - Staff

☐

Richard Alexander - EHS

☐

My scholarship essays may be
posted on the OHSA website:

Yes or No

SUBMIT TO LOCAL PROGRAM

**Submit by the date established
locally.**

Applications sent directly to OHSA
will be disqualified.

ATTENTION LOCAL

PROGRAMS- Please submit all
applications as a bundle with the State
Confirmation Form.

Mailed applications must be received
at the association office (address
above) two weeks before Annual May
Spring conference. Applications may
be **hand-delivered** to the registration
table at the Annual May Spring
Conference First day by 2:00 pm

APPLICANT INFO

Name:

Mailing Address

City

Zip Code

Phone

Email Address

local Head Start Program:

Mailing Address

City

Zip Code

SUBMISSION CHECK LIST

Applicant: Please check each box to confirm that **three sets** of all required materials are
attached

☐

Completed application form

☐

Category responses

☐

Head Start or Early Head Experience

☐

Personal/Goals/Aspirations

☐

Three letters of reference (relationship capacity clearly indicated in top right corner of each

☐

Supervisor/Teacher

☐

Personal

☐

Community Member

☐

Proof of acceptance or enrollment in an institution of higher learning