

ETA STATE NORTH CAROLINA SCHOLARSHIPS

Checklist for Use by Applicants

So that your application may be considered, it is important that you read carefully and comply with all of the Eta State Scholarship directions. It is the applicant's responsibility to do the following:

Done	Description
	Read the <i>Instructions</i> carefully. Download a copy of the application form and familiarize yourself with all aspects of the application process several months before the deadline of February 1, 2019.
	Applicants must have been a member of Delta Kappa Gamma for two calendar years.
	Refer to Eta State Standing Rules (http://www.ncdkg.org/) Appendix IV (A-E) -Scholarships Administration - for additional information.
	Contact your Delta Kappa Gamma chapter president, your advisor, and an individual of your choice to request a reference from each of them.
	Send the appropriate recommendation form to your references and ask them to email it to Michelle Benigno, Eta State Scholarship Chairman at mtbteacher@gmail.com . Once the completed reference form is received from your reference, a confirmation email will be sent to you (the applicant). Your application is not complete unless the reference forms are received by 11:59pm, February 1, 2019.
	Order the most recent official transcripts from the institutions of higher education in which you are enrolled. Request that the transcript be sent directly to you to include in the application packet. OR, if you are applying for academic support, collect your letter of acceptance to the appropriate level of graduate study. Project applicants should provide appropriate documentation (For example: copy of letter from National Board verifying eligibility).
	Collect a copy of your current teaching/administration license(s).
	Make a copy of the complete application.
	<p>Scan as a pdf and email the following to the scholarship chairman: Michelle Benigno mtbteacher@gmail.com</p> <ul style="list-style-type: none"> • Completed scholarship application • Appropriate transcript or documentation • A copy of your current teaching/administration license(s). • Packet should be emailed no later than 11:59pm, February 1, 2019.
	A confirmation email will be sent once your application is received. If you do not receive a confirmation email after emailing your application packet, please contact the Scholarship Chairman.

TERMS OF ACCEPTANCE

The following is a checklist for recipient upon notification that a scholarship has been awarded. The Scholarship Committee regards the acceptance of a scholarship as an agreement by the recipient to the following:

Done	Description
	Agree to have a photograph used in post-award publications.
	Cash the award check within one month of receipt.
	Attend the Eta State Convention in the year the scholarship is awarded to acknowledge acceptance of the scholarship and to collect the check.
	Attend the Eta State Convention the following year to report on the status of your work during the appropriate breakout session.

Project applicants please note: While not all items on the application or delineated in the checklist will be applicable to projects in non-academic settings, an equivalent level of specific detail about the project is required.

Note: Eta State members may apply for both an Eta State and an International Scholarship within a given year. The membership requirement for International applicants is three (3) years and for Eta State applicants is two (2) calendar years.