

# REDWOOD SERVICE CENTER COUNCIL CTA/NEA

## CONFERENCE/WORKSHOP SCHOLARSHIP APPLICATION

TO APPLY for scholarships, **EMAIL** completed form to [rsc@cta.org](mailto:rsc@cta.org)  
or **MAIL** to: RSCC Conference Scholarships | 2490 Guerneville Road, Santa Rosa CA 95403  
*Chapter or applicant is responsible for event, hotel, and travel arrangements/reservations.*  
*Please see reverse side of this page for Scholarship Criteria.*

CHAPTER NAME		# OF CHAPTER MEMBERS	
APPLICANT NAME		CTA MEMBER #	

### APPLICANT CONTACT INFORMATION

ADDRESS			
CITY		ZIP CODE	
PERSONAL EMAIL		CELL NUMBER	
ETHNIC MEMBER	YES   NO	ESP MEMBER	YES   NO
APPLIED FOR A CTA GRANT FOR THIS CONFERENCE		YES   NO	

*IMPORTANT: PLEASE NOTIFY RSCC IF YOU ARE AWARDED A CTA GRANT*

### CONFERENCE INFORMATION APPLYING FOR

CONFERENCE NAME			
CONFERENCE DATE			
FIRST TIME ATENDEE	YES   NO	IF NO, # OF TIMES ATTENDED	YES   NO

*Applicants will be notified of RSCC's receipt of this application and notified of RSCC's decision on the scholarship awards.  
Remember, if you are awarded the RSCC Scholarship you must do the following to receive the scholarship payment:*

- Deadline for Filing Claims: All claims must be filed within thirty days of the end of the month in which they are incurred. An additional thirty-day period may be granted for extenuating circumstances set forth in a letter of explanation and filed with the claim.
  - Requests for expense reimbursement (not to exceed the allotted scholarship amount – see Criteria on back) must be made on the RSCC Membership Expense Statement (will be provided), include receipts and the event registration form, and mailed to the RSCC Treasurer.
  - Scholarship checks not cashed within 6 (six) months from date of issue will not be honored.
- Expenses that exceed the awarded amount must be personally covered or covered by arrangement you make with your local.*

### **Criteria for Scholarships to Attend Conferences and Workshops**

### Number of Members in Local Association

Highest priority will be given to the smallest chapters but large chapters will have an opportunity to apply for funds as determined by the following chapter membership.

- a. 0-10 | c. 50-99 | e. 151-200 | g. 500-999  
b. 11-49 | d. 100-15 | f. 201-499 | h. 1000+

### Number of Times in Attendance to Conference or Workshop

Priority will be given to first-time participants but past attendees will have the opportunity to apply for funds.

- a. First time attendee                      b. Past attendees

### Ethnic Member

Priority will be given to ethnic members.

### **CTA Ethnic Member and Small Chapter Incentive Grants**

CTA awards many Ethnic member and Small Chapter Grants. Members who apply for a RSCC Scholarship are required to apply for a CTA Grant if available for the conference/ workshop. If both the CTA and RSCC ethnic member or small chapter grant/scholarship are awarded, RSCC will supplement, up to \$500, the expenses for registration, travel, lodging, and/or food, not paid by CTA's Grant.

## NEA RA Pre-Conference

Only elected NEA RA delegates may apply for the *Racial and Social Justice* Scholarship.

### Student CTA

Student CTA members will be given the opportunity to apply for a RSCC Scholarship but will only be awarded the scholarship if one is available after scholarships have been awarded to regular CTA members.

### Deadline for Applying for Scholarships

Applications must be received by the RSCC Scholarship Committee in accordance with the timeline set by RSCC.

The member will mail or fax the Application to the Chair of RSCC as outlined on the application. RSCC will appoint a committee of 3 (including the RSCC Chair or the Chair designee) to determine the awarding of the scholarship(s). An acknowledgment will be sent upon receipt of the application.

**Scholarships are Available for, but not Limited to, the Following Conferences:**

- Special Education Conference | Good Teaching North | Summer Institute | LGBTQ+ Conference  
Equity & Human Rights | New Educators North | Presidents Conference | Issues Conference  
Region 1 Leadership Conference

## Expense Reimbursement

RSCC Scholarships will reimburse up to \$1,000 in expenses for attendance at conferences and pre-conferences (you must be registered for the regular conference), to help pay for your registration fee, travel, lodging, and/or meals. Mileage reimbursement not to exceed the cost of airfare. Lodging will only be reimbursed for days of the conference and any meals not provided by CTA during the days of the conference.

## Release Time Request

If you need a RSCC letter for release time, please request one only after you are selected for a scholarship. A form will be sent to you upon award which you will need to complete and send to [rscc@cta.org](mailto:rscc@cta.org). The release request and letter needs to be completed two weeks prior to the conference. If a request is submitted after the conference it will not be approved. Additionally, release time will be covered, up to \$180. for conferences, when held in Southern California.