



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Ed Richardson  
Interim State Superintendent of Education

February 21, 2018

**MEMORANDUM**

**TO:** City and County Superintendents of Education

**FROM:** *ER*  
Ed Richardson  
Interim State Superintendent of Education

**SUBJECT:** Charles "Chuck" Poland Education Scholarship

An Alabama public high school senior will be eligible to receive the *Alabama School Transportation Association (ASTA) Conference Charles "Chuck" Poland Education Scholarship*. The Scholarship is named for Charles Poland, a school bus driver from Dale County who stood between an armed attacker and the students on his school bus and sacrificed his life to protect the children, being shot and killed by a lone gunman as he drove his route in Midland City, Alabama, on January 29, 2013.

The Scholarship is a one-time, \$1,000 education scholarship awarded to a deserving public school student whose parent or guardian is an active pupil transportation employee for the past three years. A student qualifies by graduating from a public high school and then attending a postsecondary educational institution in 2018-2019. Eligible students must have a cumulative 3.0 GPA and are selected based on their leadership, citizenship, and service. The \$1,000 scholarship can be used for any part of the student's 2018-2019 school year tuition, books, or fees.

Each school system may select a local winner and submit the winning application to the State ASTA Selection Committee no later than April 27, 2018. The finalist will be notified no later than May 31, 2018. Please be reminded that only **one** application from each school system or district will be judged at the state level. If multiple applications are submitted by your school system, then all applications submitted will be disqualified. Applications shall not be submitted to the state by student applicants.

The enclosed scholarship documents provide additional information about the scholarship, including parent and student qualifications, the application form, required supporting documentation, and the selection process to determine deserving students.

To assure that all eligible students have an opportunity to apply for this scholarship, please help distribute this information to your transportation staff and high school counselors. Applications are due no later than April 27, 2018, and the awards will be announced prior to May 31, 2018.

Thank you for your prompt attention to this information.

ER/CC/JL

Enclosures

cc: City and County Transportation Supervisors  
Mr. Andy Craig  
Mr. Chad Carpenter

FY18-3015

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**2018 Alabama School Transportation Association (ASTA) Conference  
Charles "Chuck" Poland Education Scholarship**

This is a one-time \$1,000 education scholarship award made to a deserving public high school student in the state of Alabama. The scholarship award is made to the postsecondary school selected by the awarded student and to the student.

**Application Form Must Be Completed and Received On or Before April 27, 2018**

**Award Guidelines**

1. The parent/guardian listed has been an active employee a local Alabama public school transportation program during the past three years. (For the purpose of this scholarship award, the past three year's work history requirement is defined as the period since January 1, 2015.)
2. The student applicant has at least a 3.0 (B) scholastic average, will graduate from a public high school, and will attend a postsecondary educational institution in the fall of 2018.

**The Scholarship Application must include the following letters of reference:**

1. A letter from the parent/guardian's most recent employer verifying employment in public school transportation since January 1, 2015.
2. A letter from the student's high school guidance counselor or other authorized high school official verifying the student's grade point average, anticipated graduation from high school, and planned attendance at a postsecondary educational institution in the fall of 2018.
3. A letter of support from a teacher or an adult family acquaintance of the student, stating why the award should be made to this student.

**State Selection Committee**

There shall be a minimum of a three-member State Selection Committee appointed by the recognized state director of pupil transportation services, and this committee may include:

- A school district transportation director or administrative assistant
- A high school counselor, SDE personnel, school principal, etc.
- A school bus maintenance shop foreman or shop supervisor

Each committee member will have one vote. By majority vote, the committee will have total authority to select the state scholarship winner based on the above qualifications and any additional factors the committee deems appropriate.

**Award Process**

Prior to August 1, 2018, the scholarship award will be made to the postsecondary institution that the student will attend. The scholarship cannot be awarded to any student who has a family member serving on the selection committee.

2018 Alabama School Transportation Association (ASTA) Conference  
Charles "Chuck" Poland Education Scholarship

Application Information and Instructions 2018

**Section I Applicant Personal Information**

1. The recipient of the \$1,000 scholarship must be the child of a school bus employee in the public school pupil transportation field for at least the past three years. (Since January 1, 2015)
2. Selection of applicants will be based on the following criteria:
  - **Scholarship** - The student shall have a cumulative grade point average (grades 9-11) of 3.0 (B) minimum, as verified by official high school academic records.
  - **Leadership** - The student shall have demonstrated outstanding leadership skills and abilities in co-curricular activities and community service activities.
  - **Citizenship** - The student shall have demonstrated exemplary citizenship qualities that include not only maturity, loyalty, responsibility, integrity, and trustworthiness; but also a concern for the well-being of all citizens.
  - **Service** - The student shall have rendered unselfish service and assistance to others, to the school, and to the community.
  - **Essay** - The student shall have explained in a typewritten essay of not more than 500 words why he/she applied for the scholarship and how the scholarship will be used.

**APPLICATION PROCEDURES AND PLANS FOR AWARDING THE SCHOLARSHIP**

1. In the second semester of their senior year, students who meet the general criteria will complete an application in which information supporting excellence in the five areas above will be noted. The application must be typed and contain all information requested. **Incomplete applications will not be considered.** Applications are available from each local transportation office. Completed applications should be submitted to the local Supervisor/Director of Transportation or the local scholarship selection committee chairperson.
2. Additionally, each applicant shall be required to submit a typed-written essay of *not more than* 500 words, which explains why the student has applied and how the student would use the scholarship if selected. The essay must be submitted at the time of application and applicants are encouraged to proofread their essays for spelling, grammar, and syntax.
3. A **local selection committee** established in each school system or district shall select from all local applicants a finalist whose application must be submitted to the State Scholarship Selection Committee ***no later than April 27, 2018. Only one application from each school system or district will be judged at the state level.*** If multiple applications are submitted by your school system, then all applications submitted will be disqualified. Applications shall not be submitted to the state by student applicants.
4. The State Scholarship Selection Committee will select the state's final applicants.
5. The finalist will be notified by the Program Coordinator of Pupil Transportation Services no later than May 31, 2018.
6. Official presentation of the scholarships will take place at the annual Pupil Transportation Summer Conference held in June. Applicants do not have to be present to receive the scholarship award.





**SECTION IV**      **WORK EXPERIENCE**

1. List any part-time or full-time work experience(s).

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2. List any special interests or hobbies.

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**SECTION V**      **ESSAY**

Please describe in a typed essay, **500 words or less**, why you have applied for the scholarship and how you would use the scholarship. (You must submit the essay as an attachment to your application.)

**Please check the application for completeness before signing below. Applications must be post marked no later than April 27, 2018.**

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of High School Principal

\_\_\_\_\_  
Signature of Parent/Guardian



**FOR LOCAL SCHOLARSHIP SELECTION COMMITTEE USE ONLY**

*The Local Scholarship Selection Committee will use this section in order to certify the selected local applicant to the state director and to the state selection committee.*

**LOCAL APPLICANT CERTIFICATION TO STATE SCHOLARSHIP SELECTION COMMITTEE**

Signature: \_\_\_\_\_  
*Local Scholarship Selection Committee Chairperson*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Local Director of Transportation*

Print Name: \_\_\_\_\_

School System: \_\_\_\_\_ Telephone: \_\_\_\_\_

**THE SCHOLARSHIP SELECTION COMMITTEE WILL RETURN ONLY ONE APPLICATION  
SELECTED BY YOUR SCHOOL SYSTEM OR DISTRICT TO:**

***Chad Carpenter, Administrator  
Pupil Transportation  
Alabama Department of Education  
P. O. Box 302101  
Montgomery, AL 36130  
334-242-9730***