

CHATTANOOGA-HAMILTON COUNTY
RETIRED TEACHERS ASSOCIATION

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**Mary and Paul Starnes Scholarship for Educational Excellence**

**About the Scholarship Fund**

The Chattanooga Hamilton County Retired Teachers Association (CHCRTA) is privileged to offer the first annual Mary and Paul Starnes Scholarship for Educational Leadership. The scholarship memorializes the lives of two outstanding leaders who left a lasting legacy on the profession of teaching and service to their community. Mary Starnes' career included 36 years as an educator, primarily at East Ridge High School, and as the Hamilton County Schools Coordinator of Language Arts. Paul Starnes served as State Representative for Chattanooga from 1972-1990. While in office he also served on numerous committees and worked in the education system in different capacities throughout southeast Tennessee. In 2018, this scholarship is a one-time award of \$2,000.00 to an East Ridge High School alum who graduated prior to 2015 and matching the scholarship criteria.

**Scholarship Criteria**

- In the inaugural year, the recipient will be a graduate/alumnus of East Ridge High School meeting the scholarship criteria.
- Applications are accepted from individuals, holding an active educator licensure in the State of Tennessee.
- Applicant must be a current or former employee of Hamilton County Department of Education
- The award will be used for financial support for a graduate level course to further their knowledge and expertise in the field of education.
- Applicants must be accepted by and attend a regionally accredited, non-proprietary, college or university.

**In order to be considered for this scholarship, applicants must submit the application along with the following information.**

- Official transcripts from colleges or universities previously attended.
- A copy of your TN Department of Education License <https://tdoe.tncompass.org>
- A typed two-page essay. (Essay details below)
- One-to-two page resume using a bullet point format. Include educational background, extra-curricular activities, work experience, community involvement, accomplishments, etc. Examples of a 'bullet point resume format' are available on the Internet.
- One letter of recommendation from a school principal, supervisor, college or university professor who is familiar with the applicant's ability, work ethic, character and teaching potential. The letter must be typed on letterhead stationary.

**Scholarship Essay**

**Essay Question: *Why should a certified classroom teacher continue to pursue additional training in the field of education?***

Teaching is a versatile and dynamic career, and it is important to make connections within the field of education.  
Scholarship applicants should draw on their own experiences when responding to this question.

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- Essay format: Double spaced, Times New Roman 11 or 12 point font, one-inch top, bottom, and side margins.
- Length: Approximately 500+ words, with a maximum length of two-page typed essay.
- Compliance: No identifying information on the essay, such as school systems, individual schools, names of supervisors, etc.
- Scoring Guide: Refer to the CHCRTA Scholarship Essay Rubric.

**Mailing Instructions**

- The scholarship application and supporting documents including the essay must arrive in one packet.
- It is best to use an envelope that will hold the application and accompanying documents without folding it, but not required.
- To be considered for the Mary and Paul Starnes Scholarship for Educational Excellence, mail the application in its entirety to the following address. The packet must be received by Thursday, April 12, 2018 at 5:00 pm. Emailed, faxed, late and/or incomplete applications will **not** be considered.

Chattanooga Hamilton County Retired Teachers Association  
c/o Dr. Margaret M. Smith, Scholarship Chair  
190 Woodcliff Circle  
Signal Mountain, TN 37377

**Selection and Presentation**

- The recipient is selected by members of the CHCRTA Scholarship Committee; the decisions of the judges are final.
- The scholarship winner must agree to sign the Mary and Paul Starnes Scholarship Agreement. (See attachment.)
- The scholarship recipient will be notified by mail. The financial award will be sent to the university upon verification of enrollment.
- The scholarship recipient and a guest will be invited to attend the CHCRTA meeting in August where he or she will be presented to the CHCRTA members.

## Mary and Paul Starnes Scholarship for Educational Excellence

### APPLICATION

Type or neatly print the application.

|                        |                |          |
|------------------------|----------------|----------|
| Applicant's Full Name: |                |          |
| Street Address         |                |          |
| City:                  | State:         | Zip:     |
| Phone:                 | Email Address: |          |
| Date of Birth:         | U.S. Citizen?  | Yes   No |

### School Information

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Degree(s) previously completed and institution awarding the degree:                                                                                        |
| College or University To Which Scholarship Would Apply:                                                                                                    |
| Reason(s) for enrolling in a graduate course: (ex: pursuing a master's degree, adding endorsements to teaching license, to renew teaching license, other.) |
| List employment history with Hamilton County Department of Education:                                                                                      |

**I do state the above information is accurate to the best of my knowledge. Furthermore, I understand that if I am the recipient of this scholarship, I will be expected to sign a Scholarship Agreement with CHCRTA. (See attached agreement.)**

|                                                                                                                                                                                      |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Signature of Applicant:                                                                                                                                                              | Date: |
| Scholarship application packet must be <u>received</u> by Thursday, April 12, 2018 at 5:00 pm.<br>Emailed, faxed, late and/or incomplete applications will <b>not</b> be considered. |       |
| Contact Dr. Margaret M. Smith, Scholarship Chair, for more information.<br>423-886-6666 or mmsmith27@epbfi.com                                                                       |       |

#### CHECKLIST FOR APPLICANTS:

- Mary and Paul Starnes Scholarship for Educational Excellence application
  - Copy of your educator licensure by the TN State Board of Education
  - A resume using a bullet point format.
  - Transcripts from colleges / universities attended.
  - One letter of recommendation.
- An essay: Why should a certified classroom teacher continue to pursue additional training in the field of education?
- Signed Scholarship Agreement between the CHCRTA and recipient of the Mary and Paul Starnes Scholarship for Educational Excellence.

Mail to:  
 Chattanooga Hamilton County Retired Teachers Association  
 c/o Dr. Margaret M. Smith, Scholarship Chair  
 190 Woodcliff Circle  
 Signal Mountain, TN 37377

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Mary and Paul Starnes Scholarship for Educational Excellence

Scholarship Agreement

PLEASE READ CAREFULLY

By signing this agreement, the recipient acknowledges the offer of the Mary and Paul Starnes Scholarship for Educational Excellence. The recipient understands and agrees that these funds are to be used for educational related expenses at an educational institution of your choice and matching the scholarship criteria.

If the course name is unknown at this time, please print TBA in the space below, and returned the agreement. Forward the enrollment information to the Scholarship Chair, prior to the day of the first class.

Name of University	Graduate Course #	Title of Graduate Course
Credit Hours for Course	Name of Course Instructor	Beginning/Ending Date of Semester.

By signing and accepting the award shown on the award letter, the recipient agrees to abide by the following requirements:

- Attend all classes enrolled at all times barring verifiable hardships.
- Continue to be enrolled in the course during the semester.
- Complete the graduate course with a minimum 3.0 GPA or greater.
- Withdrawal or dismissal from the university (whether voluntarily or administratively) will require full repayment of the scholarship received.
- Failing to complete the course will require full repayment of the scholarship received.
- Upon completion of the graduate level course, the recipient will authorize the mailing of an official transcript to the CHCRTA Scholarship Chair.

Scholarships are not finalized until the scholarship recipient officially signs this agreement and returns it to the Scholarship Chair. The signed contract is expected within 10 days of the date of the Award Letter.

PLEASE CIRCLE ONE: ACCEPT DECLINE

Scholarship Recipient's Signature _____

Scholarship Recipient's Printed Name _____

Cell #: _____ Email address: _____

MAILING ADDRESS: _____ DATE: _____

Mail to:
Chattanooga Hamilton County Retired Teachers Association
c/o Dr. Margaret M. Smith, Scholarship Chair
190 Woodcliff Circle
Signal Mountain, TN 37377

CHCRTA Scholarship Essay Rubric

Category	Total Pts. Awarded per Category	Pts. Awarded	→Points to be Awarded← 5-4*	Points to be Awarded 3-2	Points to be Awarded 1-0
Compliance	Max. Pts.: 3			No identifying information on the essay, such as the name of the student's school, student's name, etc.	Identifying information is included on the essay, such as the name of the student's school, scholarship applicant's name, etc.
Format	Max. Pts.: 5		Essay is a maximum of two pages. Double spaced, Times New Roman font, 11 or 12 point font , 1" margins. Approximately 500 words.	Essay is one page or slightly more and/or follows some format guidelines.	Essay is less than one page and/or fails to meet format guidelines.
Grammar	Max. Pts.: 5		<p>No run-on sentences; no sentence fragments.</p> <p>No use of contractions.</p> <p>Subject/verb agreement and correct verb tense usage.</p> <p>Punctuation is correct.</p> <p>Capitalization is correct. Spelling is error-free.</p>	<p>Two or fewer run-on sentences or sentence fragments.</p> <p>Subject/verb agreement and verb tense are occasionally incorrect.</p> <p>Punctuation errors are minor.</p> <p>Capitalization is mostly correct.</p> <p>Less than three spelling errors.</p>	<p>Run-on sentences or sentence fragments.</p> <p>Extensive use of contractions.</p> <p>Subject/verb agreement and verb tense are incorrect.</p> <p>Punctuation errors.</p> <p>Capitalization is incorrect. Numerous spelling errors.</p>
Response to Essay Question			The essay completely responds to the question and provides elaboration and details which enhance message.	The essay addresses the question only minimally and has left portions either undeveloped or incompletely developed.	The essay does not address the question or prompt.
Quotes	Max. Pts.: 5		Quotes are relevant, and citations are included which clearly note the source.	Quote(s) are included but either do not provide citations or are not clearly related to the content presented.	Quotes are not included, or quotes are not appropriate or relevant. Any citations, if present, do not give credit to the source.
Content	Max. Pts.: 5		Content of essay is well-developed, logical and persuasive.	Content is incomplete in some areas and/or not well-developed. Although some information is accurate, details are not accurate or are missing.	Content is not well-developed and does not support the topic being addressed.
Organization	Max. Pts.: 5		Main idea (thesis) is clear. Topic sentences in body paragraphs strongly support main idea (thesis). Concluding sentences are used. Transitions are used to create smooth flow of ideas.	Some organization is present, but main ideas are not clearly stated. Essay does not follow a clear organizational pattern.	Organization is lacking. Structure of essay is not easy to follow.
Professional Commitment	*Max. Pts.: 7		Demonstrates a deep commitment to the teaching profession and a desire to become a life-long learner.* *A max. of 7 pts. may be awarded for this category.	Demonstrates an average level of interest in the teaching profession, but a limited level of passion and curiosity.	Appears uninterested and minimally reflects on experiences, learning, practices and understandings.
Total Points	40 pts.				
<p>Judges: Based on your reading of the essay, award points ranging from 5 - 0 in each category*. Place the total points on the space provided in the left column. Total possible points for the essay = 40 .</p>					