



# ***JAMES V. AND DOROTHY B. MOON SCHOLARSHIP PROGRAM GUIDELINES***

*School Administrators Foundation for Education*

## PURPOSE

The purpose of the James V. and Dorothy B. Moon Scholarship Program (hereinafter, “scholarship”) is to provide scholarship grants to assist individuals in the pursuit of graduate study leading to improved competency in the superintendency.

## APPLICANT QUALIFICATIONS

Individuals who are eligible for this scholarship shall:

- be a resident of Illinois;
- be of good character;
- be a graduate of an accredited college or university;
- be enrolled in an advanced degree program at an accredited college or university;
- hold administrative certification in Illinois;
- be a practicing school administrator in Illinois; and
- not have previously received a Moon Scholarship.

## APPLICATION PROCESS

Applications must be completed on the forms provided by the Board of Trustees of the School Administrators Foundation for Education (hereinafter, “Board of Trustees”) and submitted to the Executive Director of the Illinois Association of School Administrators. The completed application package should be postmarked no later than midnight January 10, 2009. Please note it is the applicant’s responsibility to provide all requested items along with the completed application and that incomplete applications will not be accepted and/or considered. Completed applications must include:

- Response to practicum question
- Three letters of reference, specific to the subject of the scholarship and judging criteria
- A statement by the applicant indicating a commitment to the superintendency
- A statement by the applicant concerning involvement with professional development programs
- Verification by the college or university of the applicant’s official status as a degree candidate
- A full set of graduate and undergraduate university transcripts
- Proof of employment as a practicing administrator in Illinois

## AWARDS

Scholarship awards will be made on the basis of:

- good scholarship;
- evidence of strong communication skills;
- abilities and strengths of the applicant as indicated in the letters of support; and
- potential for contributing to the quality of K-12 public education in Illinois through the superintendency.

The SAFE Board of Trustees will review the applications and select the award recipients. The public announcement of the Board of Trustees selections will be made at the Annual Conference of the Illinois Association of School Administrators. The award will be payable in the next academic year beginning with the summer term. Payment will be made directly to the college or university upon notice from the school that an amount less than or equal to the award amount is necessary to pay tuition, fees, and/or textbook expenses or software as required by the program and university, unless other arrangements have been made.

#### TERMS OF THE SCHOLARSHIP

Scholarship recipients shall enroll at an accredited college or university for full or regular study at the graduate level in an advanced degree program designed to improve the competency of the individual as an Illinois school superintendent. Recipients must contribute to the further development of the superintendency in Illinois for a period of two years following the completion of their degree program in which they accepted payment of tuition, fees, and/or textbook expenses on their behalf.

At the discretion of the Board of Trustees, persons who fail to comply with the terms of this scholarship may be required to refund part or all of the funds expended on their behalf. Scholarship recipients shall be required to agree in writing to this stipulation at the time of application, prior to its consideration.

The scholarship award will be for a minimum of \$2,500 a year. Applicants may apply for the award in successive years.