



Alpha Chapter, Iota State  
M. Gertrude Davis Recruitment Grant

*Thank you for your interest in the M. Gertrude Davis Recruitment Grant. The grant is offered by the Alpha Chapter, Iota State, Delta Kappa Gamma, an International Society for Key Women Educators. This year's grant will be awarded in the amount of \$500 to one qualified applicant. This year's recipient will be permitted to renew the grant for up to 5 years by submitting a brief application to ensure continued eligibility and progress toward a teaching career. Please read the eligibility requirements and application process instructions below carefully. While the deadline to have all materials submitted is March 1, we highly recommend completing your application form by February 15 to allow your selected references to complete their online recommendation form by the March 1 deadline.*

**WHO MAY APPLY**

Eligible applicants include *females* seeking an education in pursuit of a teaching career who fit one of the following categories:

- High school seniors graduating in June 2017 from a public high school in the Virginia peninsula region\* earning a 3.0 cumulative GPA or higher
- College students enrolled at Christopher Newport University, Hampton University, the College of William & Mary, or Thomas Nelson Community College earning a 3.0 cumulative GPA or higher
- College students who permanently reside in Newport News and are enrolled at a public Virginia university beyond the peninsula region\* earning a 3.0 cumulative GPA or higher
- Paraprofessional currently employed at a public school in the Virginia peninsula region\* who has been accepted to or enrolled in an educational program to pursue a teaching career

*\*For the purposes of this grant, the Virginia peninsula region is defined as Hampton, Newport News, Poquoson, Williamsburg-James City County, and York County.*

**APPLICATION MATERIALS (to be submitted no later than March 1, 2017)**

- Application form (to be completed online); includes essay response
- Two Recommendations (may be completed online or by U. S. mail)
- Sealed Transcript (to be submitted by U. S. mail or via email directly from school to us)
- Resume documenting experience beyond the student role (may be submitted online or by U.S. mail)

*Additional instructions for format and submitting these items may be found below & on the following page.*

**PLEASE NOTE:** The grant recipient will be required to provide a photocopy of college acceptance/enrollment documentation before grant money will be disbursed.

**The deadline for receipt of all materials is 11:59 p.m. on March 1, 2017. This deadline includes recommendations and other supporting documents, so we encourage you to submit your application prior to February 15 to ensure your recommenders have adequate time to complete their responses.**

**INSTRUCTIONS for Grant Applicants:**

*Please read all instructions carefully before beginning the application process.*

1. **APPLICATION FORM:** Submit your application online at <https://alphadkg.wufoo.com/forms/zu6k8oc17gxdpt/>. You will be asked to provide information including your GPA, college you will attend/are attending, and the names & contact information for two individuals who will submit recommendations on your behalf. The application also includes a written statement stating why you wish to pursue a career in teaching. **This must be completed by March 1, but we recommend completing it by February 15 to ensure your recommenders have time to respond.**

*A paper application to submit via U. S. mail may be requested via email at [AlphaDKG@gmail.com](mailto:AlphaDKG@gmail.com); please submit such requests by January 31 to ensure time to receive the form & and complete the application process.*

- 2. TWO RECOMMENDATIONS:** Upon receiving your application, we will send a request for a recommendation to the two individuals you listed. These individuals should be adults to whom you are not related that can speak about your potential as a teacher. **At least one of these individuals must be a teacher (for paraprofessionals, that teacher may be a co-worker or a supervisor).** The second individual may be a second teacher, counselor, employer, coach, mentor, clergy, or other adult. The individuals you select will be asked to comment on your character, work ethic, ability to work with others as leader or collaborator, your problem solving skills, your interest in learning and working with children, and other qualities relevant to a teaching career. Your recommenders will receive a link to complete this form online, and they will have the option to request a written form to be submitted by U.S. mail. **Recommendations must be received by March 1, 2017, so we encourage you to complete your application by February 15 so your references have time to receive, complete, and return their recommendations by March 1.**
- 3. OFFICIAL TRANSCRIPT:** Make arrangements to have an official transcript to be **sent via mail** to: *M. Gertrude Davis Recruitment Grant Committee, Alpha Chapter of DKG, c/o 121 Loblolly Drive, Yorktown, VA 23692* **OR sent via email** to [AlphaDKG@gmail.com](mailto:AlphaDKG@gmail.com). Remember that this is a busy time of year for such requests—submit your request to the guidance office or registrar early! **\*\*If you are a paraprofessional who has not yet begun your educational program, please submit a statement to that effect via email.\*\* This must be received by March 1, 2017.**
- 4. RESUME:** Please submit a resume that documents your experience beyond that as a student. Examples include employment, extra curricular activities, volunteering, leadership roles, and other experience that you feel helps to illustrate your potential as a teacher. This may be submitted electronically as a .pdf to [AlphaDKG@gmail.com](mailto:AlphaDKG@gmail.com) **or** via U.S. mail to *M. Gertrude Davis Recruitment Grant Committee, Alpha Chapter of DKG, c/o 121 Loblolly Drive, Yorktown, VA 23692*. **This must be received by March 1, 2017.**
- 5. INTERVIEW:** Finalists will be asked to participate in an interview during the week of March 20 as the final stage in our selection process. (Electronic communication such as Skype or FaceTime may be an option for finalists attending college out of the area.) If there is a reason the Finalist will not be available during the week of March 20, please include a written statement regarding the reason for the conflict in your application packet. Finalists will be contacted via telephone or email in early March to schedule their interviews.

**ACCEPTANCE or ENROLLMENT DOCUMENTATION:** The grant recipient will be required to submit a photocopy of her college acceptance letter or proof of enrollment for fall 2017 from the college registrar before the grant monies will be disbursed. Instructions will be provided to the selected recipient upon notification of award.

**SUBMITTING MATERIALS:**

**Resumes should be sent as a Word document or .pdf attachment in an email (rather than pasted in to the body of the email). Transcripts sent electronically should be sent by the school directly to us. Submit materials to this EMAIL address: [AlphaDKG@gmail.com](mailto:AlphaDKG@gmail.com) and indicate the subject as “YOUR NAME--Davis Grant Application Materials.”**

**If you choose to submit materials via U.S. Mail, please include all your materials in a single large envelope: recommendations must be sealed & signed (references may mail them directly to us); transcripts must be sealed by school & marked “official,” resume must be on white 8.5”x11” paper.**

**Submit materials to US Mail address: *M. Gertrude Davis Recruitment Grant Committee, Alpha Chapter of DKG, c/o 121 Loblolly Drive, Yorktown, VA 23692***

**SUBMIT QUESTIONS TO [AlphaDKG@gmail.com](mailto:AlphaDKG@gmail.com)**