**ROBERT E. LEO SCHOLARSHIP**

**MONTANA CHAPTER OF APCO**

**ROBERT E. LEO SCHOLARSHIP COMMITTEE**

1. The Robert E. Leo Scholarship Committee is comprised of the following:

 1.1 Chapter President

 1.2 First Vice President

 1.3 Secretary/Treasurer

 1.4 At least one, preferably (two) members from the voting-eligible member classification appointed by the President.

1. The Robert E. Leo Scholarship Committee shall review all scholarship applications received and make a written recommendation to the Executive Committee for approval of all Robert E. Leo Scholarship Awards.

**FUNDING**

1. The Chapter shall provide 10% of their Annual Dues income yearly for funding the Robert E. Leo Scholarship Program. The Chapter shall provide 15% of the Conference Account balance yearly for funding the Robert E. Leo Scholarship Program. Transfer of funds will be made on the last business day of December of each year. At a minimum the available amount for funding should be $300 from annual dues and $3500 from the conference account. If these amounts are not met for monetary reasons then an agreed upon amount will be made at a meeting of the Scholarship Committee as soon as possible after the last business day of the year.
2. Donations may be accepted for the Scholarship fund and a link will also be available on the website for accepting donations.
3. The Treasurer shall submit a report to the Robert E. Leo Scholarship Committee at the close of the calendar year identifying that amount of annual award funds available for the coming year.

3. This report will include the following:

 3.1 Financial information on funds accrued through membership dues.

 3.2 Interest accrued on Scholarship account.

1. The Robert E. Leo Scholarship Committee shall review these figures and make a written recommendation to the Executive Committee prior to the next scheduled Chapter meeting.
2. The Robert E. Leo Scholarship Committee recommendation, based on the financial figures, shall include:

 5.1 The total funds available for scholarship awards.

 5.2 The number of scholarships to be awarded.

 5.3 The amount of each available scholarship to be awarded.

 5.4 A summary of the scholarships applied for and awarded for the prior year.

1. Any unused funds and/or funds not awarded shall not be rolled over or remain in the scholarship fund for use in the following year. The unused and/ or not awarded funds will be returned to the Chapter’s general bank account.

**APPLICATION OF ROBERT E. LEO SCHOLARSHIP FUNDS**

1. The Montana APCO Chapter Training Committee will develop a list of approved professional training to which scholarship funds may be applied. As one of our goals is to increase interest and participation in APCO programs, this list will include all classes provided by the APCO Institute. Preference will be given to APCO courses. One scholarship will be available for training other than APCO but still in support of the Public Safety and the 9-1-1 and Public Safety profession.

2. It is also the goal of the Chapter to see these scholarships become professional development tools in a diverse and changing industry. Expert training in areas not addressed by APCO Institute classes may be desirable.

3. Robert E. Leo Scholarships may also be applied to registration fees for APCO Chapter Training or Chapter Conferences.

4. Scholarship award amounts shall be at least the amounts listed below.

 a. One (1) award for $500 for APCO Training or attendance at the MT APCO Conference.

 b. One (1) award for $250 for APCO Training or attendance at the MT APCO Conference

 c. One (1) award for $250 for Public Safety Training by any other training program or organization or used for attendance at the MT APCO Conference.

 d. One (1) award for the RPL (Registered Public-Safety Leader) Course through APCO in the amount of $995.

1. Scholarship funds shall apply to the following:

 4.1 Books, registration, or other actual course expenses included in registration.

4.2 Deviation from the expenses in this category shall be at the discretion of the Scholarship Committee.

1. Scholarship funds **shall not** be applied to the following:

 5.1 Travel, lodging, meals or any other living expenses.

**COMPLETION OF FUNDED COURSES**

1. Robert E. Leo Scholarship recipients shall return certificates of course completion along with paid receipts for allowable course expenses to the Montana Chapter Secretary/Treasurer within thirty days (30) of course completion.

 All courses must be scheduled prior to the closure of the scholarship period.

2. All courses must be completed within sixty days (60) of the end of the scholarship period of the *next* year.

3. The scholarship application period begins on January 1st and ends June 30th of each year.

4. Requests for allowable registration fee reimbursement for Chapter Conferences shall require a copy of the registration form and a paid receipt showing the actual amount paid.

**CHAPTER MENTORS**

1. The Robert E. Leo Scholarship Program goals address developmental as well as educational aspects of career development. As the oldest and most widely respected organization of public safety communications professionals, APCO International, Inc. encompasses an extremely qualified pool of mentors. APCO Chapters have an important role as the source of these mentors.

1.1 The Chapter will establish a list of members who are willing to serve as mentors for scholarship recipients.

1.2 At the request of a scholarship recipient, a Chapter Mentor will be assigned.

**APPLICATION CRITERIA & SUBMISSION PROCESS**

**1. APPLICANTS**

1.1. All applicants shall meet the following standards:

1.1.1. Be currently employed in the Public Safety Communications, Technology or Radio field in Public Safety as defined by membership classifications. This scholarship is not available for commercial members. Scholarships can not be used for APCO membership.

1.1.2 Accumulate at least one (1) year of experience within their chosen field, with at least eight (8) months of continuous service.

1.2.3 Be a member of the Montana Chapter – APCO, Inc. within the “Full Member” or “Associate Member” or “Online Member” (or be a member in any of these classifications in a group membership) classification or be willing to maintain membership in these classifications during the duration of the scholarship period.

1.2.4 Provide with the application, a letter of recommendation from their current employer.

1.2.5 Demonstrate a commitment to high career standards with long-term goals in the Public Safety Communications field.

1.2.6 Demonstrate commitment to continuing education and self-improvement.

 1.2.7 Submit a completed application within the prescribed timeline period

 1.2.8 Montana APCO Executive Committee members are not eligible for the

 Robert E. Leo Scholarship.

1. **APPLICATION TIMELINE**

 2.1 The Robert E. Leo Scholarship Committee must receive all applications no later

than 11:59 pm MDT, March 31st of each year.

 2.2 Robert E. Leo Scholarship awards will be announced 60 days prior to the Montana Chapter Business meeting held at the Fall Montana APCO Annual Conference.

 2.3 Absolutely no late applications will be accepted.

 **3. APPLICATION CONTENT**

 3.1 The application packet and online application form is located on the Montana

Chapter – APCO website. Online applications only will be accepted. 3.2 A complete **online** application shall consist of the following:

3.2.1 Completed Application Form

3.2.2 A brief summary of work history.

3.2.3 A letter of recommendation from the current employer.

3.2.4 All inquiry and response questions answered.

3.2.5 A short essay on career goals and training objectives, as well as an explanation of your demonstration to a commitment to high career standards and commitment to continuing education and self-improvement. Use separate sheet of paper for essay if necessary.

**4. APPLICATION SUBMISSION**

 4.3 All applications must be submitted online to the Robert E. Leo Scholarship

Committee. Information for the submission can be located on the APCO Montana Chapter web page**.**Applications not submitted online **will not** be considered for a Robert E. Leo Scholarship.

**4.3.1 SELECTION CRITERIA**

4.3.1.1 Incomplete applications or late applications will not be scored, and/or processed for a Robert E. Leo Scholarship.

4.3.1.2 The Robert E. Leo Scholarship Application will be rated on a

scale of 1 to 5, with five (5) being the most acceptable.

 4.3.1.3 The Robert E. Leo Scholarship Applicant Rating Scale,

Attachment “A”, will be used by the scholarship committee to tally the scores from all complete applications. The maximum score will be 30 out of 30.

**4.3.2 SELECTION PROCESS**

 4.1.2.1 All complete and appropriately submitted applications will be

reviewed and scored by the Robert E. Leo Scholarship Committee.

 4.1.2.2 The Robert E. Leo Scholarship Committee will then make

recommendations at the General Business meeting held during the annual conference who then shall vote on final approval of the Robert E. Leo Scholarship Awards.

**MONTANA APCO CHAPTER**

**ROBERT E. LEO SCHOLARSHIP FUND
APPLICANT RATING FORM**

**Applicants Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicants Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please circle your appropriate response base on the following scale:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(1 – least acceptable) to (5 – most acceptable)** |   |   |   |   |
| 1. **Application form has been correctly submitted.**
 | **1** | **2** | **3** |  **4 5** |
| 1. **Employers recommendation.**
 | **1** | **2** | **3** |  **4 5** |
| 1. **Five-year goals are realistic and attainable.**
 | **1** | **2** | **3** |  **4 5** |
| 1. **Significant contribution made or desired is commendable.**
 | **1** | **2** | **3** |  **4 5** |
| 1. **Essay is clear and concise.**
 | **1** | **2** | **3** |  **4 5** |
| 1. **Reasons for application are valid and genuine.**
 | **1** | **2** | **3** |  **4 5** |

**SCORE: \_\_\_\_\_ /30**

**OTHER COMMENTS:**

**SCHOLARSHIP COMMITTEE MEMBER: (Print Name)**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **SIGNATURE: DATE:**