



# 2023 Mark & Kay Stebbins Scholarship Guidelines

## Purpose & Intent:

The Michigan School Business Officials offers a \$2,000 scholarship to Active members. This scholarship program encourages and recognizes individuals currently employed in school business who are improving their technical skills and competencies by furthering their education or pursuing an undergraduate degree.

## Selection Process and Award:

Financial information will be considered. Scholarship awards are determined by the MSBO Board of Directors. The scholarship is intended for tuition, fees, or books.

## Timeline:

- ✓ A completed application and required information must be emailed, faxed, or mailed by **January 31, 2023**.
- ✓ The Mark and Kay Stebbins Scholarship will be awarded at the MSBO Annual Conference.

## Eligibility Requirements:

To be eligible for the scholarship, you must:

- ☐ Be a member of MSBO for at least 12 consecutive months before **January 31** of the year of the award deadline.
- ☐ Be employed on a full-time basis in a school business position for at least 12 consecutive months immediately prior to **January 31** of the year of the award deadline.
- ☐ Be recommended for the scholarship by the superintendent or chief school administrator under whom the applicant has served for the preceding 12 months.

## Documentation:

- ☐ **Application Completed**
- ☐ **Statement of Professional Activities and Achievements**
- ☐ **Statement of Professional Aims and Goals**
- ☐ **Statement of Anticipated Scholarship Use**
- ☐ **Professional References**
- ☐ **Letter of Recommendation**
- ☐ **College Transcript (Required if pursuing an undergraduate degree)**

**Entries must be emailed, faxed, or mailed by January 31, 2023 to:**

**Nancy Hawkins at [nhawkins@msbo.org](mailto:nhawkins@msbo.org)**

MSBO  
Stebbins Scholarship  
Attn: Nancy Hawkins  
1001 Centennial Way, Suite 200  
Lansing, MI 48917  
Fax: 517.327.0768



# 2023 Mark & Kay Stebbins Scholarship Application

Applicant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Current Position Title: \_\_\_\_\_

Date Started Current, Full-Time Position: \_\_\_\_\_ No. Years an MSBO Member: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

**Important Note: *The following personal and financial data will be considered and will remain confidential.***

Last Tax Year Filed: \_\_\_\_\_

No. of Dependents: \_\_\_\_\_ Adjusted Gross Household Income: \$ \_\_\_\_\_

Explain any employer tuition payment or reimbursement plans available to you:

\_\_\_\_\_

Other pertinent financial data you wish to provide:

\_\_\_\_\_

School Attending: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

Date

## The following materials are required to be enclosed with this application:

- ☐ Statement of Professional Activities and Achievements – Describe your participation and achievements in school business activities in general, and with MSBO specifically. Please limit your response to a single typed or printed page.
- ☐ Statement of Professional Aims and Goals – Describe your long- and short-term career goals in school business. Please limit your response to a single typed or printed page.
- ☐ Statement of Anticipated Scholarship Use – Describe how this scholarship can assist you in realizing your career goals. Please limit your response to a single typed or printed page.
- ☐ Professional References – Provide names of two (2) references who can describe your professional activities. Please limit your response to a single typed or printed page.
- ☐ Letter of Recommendation (on district letterhead) from chief school administrator or superintendent.
- ☐ A complete college transcript (Required if pursuing undergraduate degree):
  - ☐ Enclosed
  - ☐ Will arrive separately