

INSTRUCTIONS FOR COMPLETING

CONSERVATION TEACHER’S SCHOLARSHIP FOR SUMMER OF 2019

1. Courses of study must relate to conservation, outdoor or environmental activities.
2. Three files are attached to this e-mail: A Word Instruction file, a Word application file, and an Adobe.pdf Application file. This instruction file details the procedure for filling out and submitting the Application.

Online Application: The Application Word file is a table and the position for each answer can be accessed by using the tab key or by mouse pointing. After downloading the file to your computer, enter the data into each appropriate location or cell. You will start entering data at the beginning of the underlines. If your answer is longer than the underline, continue typing and the data will word-wrap below the line that you have entered. In two cases, extra lines have been provided that can be used if desired. When the application has been completed, save the file with an appropriate name, attach it to an e-mail and send to vrieck@outlook.com by April 1, 2019. If you are unable to use the on-line application, use the following instructions:

Hard Copy Application: Download the Adobe Application File and print the form. Fill out the application and mail it to Giny Rieck, 1101 Winslow Ave, Richland, WA 99354 by April 1, 2019.

1. The requested e-mail address can be home or school. The address is useful in case we need to contact you concerning your application.
2. You will need to register for a course prior to applying for the scholarship. This information on the application (Registered for Course \_\_\_\_ and Tuition and Fees \_\_\_\_) will be used in the evaluation of your application for scholarship.
3. The Tuition and Fees section should be limited to the cost of taking the course and any fees associated with it. Travel, living, and other expenses are not to be included.
4. Be sure to explain how the course relates to your teaching role.
5. We have had occasional need to contact a scholarship recipient during the course session. Be sure to include phone number and/or e-mail address where you can be reached during your summer study.
6. In case you are unable to attend the course, any financial aid needs to be returned to the Washington State Federation of Garden Clubs.
7. You are required to make a written report about your study to the Conservation Teacher’s Scholarship Chairman upon completion of the course. An E-Mail message is acceptable. The report should include a short description of your activities during the course and an evaluation of how the course improved your teaching talents in conservation, outdoor, or environmental activities.

Submit report to:

Giny Rieck

1101 Winslow Ave, Richland, WA 99354

vrieck@outlook.com

509-947-9009