



Prime Time Professional Development Scholarship Application

Requirements and Procedures

Scholarship applications **MUST** be submitted at least **15 business days** before the class, conference, workshop, or seminar start date. Please visit our website for scholarship application deadline dates as well as updated requirements and procedures (subject to change without notice). Late applications will **NOT** be accepted!

ELIGIBILITY:

- Management and frontline practitioners employed in an afterschool program and working with school-age children.

AWARDS:

- Classes, conferences, workshops, and seminars promoting quality afterschool programming and management and directly related to the afterschool field. Please visit our website for details: www.primetimepbc.org.

PRIME TIME SCHOLARSHIPS COVER:

- **Classes:**
 - An afterschool practitioner is eligible to receive a maximum of three scholarships per fiscal year* for college credit class registration costs and book fees, and four scholarships per fiscal year* for college non-credit class registration costs and book fees. Scholarship awards given to applicants taking college classes will cover the full tuition amount for the approved class(es), as well as the full cost of textbooks for the class(es).
 - Prime Time scholarships do not cover general education college requirement classes such as college algebra, college composition, etc.
 - Prime Time scholarships do not cover out-of-state tuition.
 - If you receive a D or below in a class Prime Time has provided you a scholarship to attend, Prime Time will not provide you with a scholarship to re-take the class.
- **Conferences, workshops, and seminars:**
 - Scholarships for conferences, workshops and seminars are limited per organization. For each conference, workshop, and seminar, an organization is eligible to receive a maximum of two scholarships.
 - An afterschool practitioner is eligible to receive a maximum of one scholarship per fiscal year* to attend a conference, workshop, or seminar.
 - Scholarship awards for conferences, trainings, workshops, and seminars will pay the registration fee for the approved event. The maximum award for in-state events is \$350.00 and the maximum award for out-of-state events is \$450.00.
 - The difference, if any, between a conference registration fee and the maximum award amount will be available to the scholarship recipient for reimbursement of approved meal and lodging expenses. Maximum reimbursement amounts for meals are as follows: breakfast - \$10.00; lunch - \$15.00; dinner - \$20.00, *not including the cost of alcoholic beverages or taxes incurred*. Original receipts, the conference reimbursement request form (which can be downloaded from our website), the completed Prime Time follow-up form, and the certificate of attendance with presenter's sign-off must be submitted within **10 business days** from the conference end date in order to be considered for reimbursement.
- **(*) Prime Time's fiscal year begins October 1st and ends September 30th of the following year.**

APPLICATION PROCESS:

- Complete the attached Prime Time Professional Development Scholarship application. Send completed scholarship application with your college transcripts and/or conference, workshop, or seminar registration form by mail, email or fax to Nicole Tarsia (Please see contact information below).
- *If you are applying for a class, you must supply your college student identification number on the scholarship application. If you are new to the college, you need to register as a student to obtain your student Identification number. In addition, you must register for the class(es) you want to attend and submit proof of registration along with your scholarship application.*
- Upon approval of your application Prime Time will process payments for conference, workshop, or seminar registration fees, in-state tuition and/or books. The Palm Beach Community College bookstore will only allow you to get books that correspond to the class you have been awarded a scholarship to attend by Prime Time.
- Prime Time will not reimburse class, conference, workshop, or seminar registration costs that the scholarship applicant has already paid. If your scholarship is approved, Prime Time will process payments directly to the school or event sponsor.
- You will be notified by email, phone, and/or mail at your center of employment if your scholarship application has been approved.
- If you are unable to go to a conference, workshop, or seminar you have received a scholarship to attend, you must notify Prime Time in writing within **15 business days** of the event start date. Failure to do so may exempt you from future Prime Time scholarship opportunities.
- If you are unable to go to a class you have received a scholarship to attend, you must contact the college and drop the class immediately. In addition, you must notify Prime Time in writing that you will be unable to attend and submit proof you have dropped the class within **three business days** of the class start date. Failure to do so may exempt you from future Prime Time scholarship opportunities.
- Submit proof of completion (i.e. your class grade report or certificate of attendance with presenter's sign-off) along with the scholarship follow-up form which is included with the scholarship application, within **10 business days** after the event end date. Failure to do so may exempt you from future Prime Time scholarship opportunities.

NOTE: All applications will be considered on a first come, first serve basis for Prime Time approved classes, conferences, and events. However, priority funding will be given to applicants who have not previously been awarded a Prime Time Professional Development Scholarship.

Please submit to: Nicole Tarsia • **Phone:** (561) 732-8066 Ext: 117 • **Fax:** (561) 732-8094 • **Email:** nicole@primetimepbc.org

2300 High Ridge Road, Suite 330 | Boynton Beach, FL 33426
Tel 561-732-8066 | Fax 561-732-8094 | www.primetimepbc.org

Prime Time Palm Beach County, Inc. is funded by the Children's Services Council of Palm Beach County, The Blue Foundation for a Healthy Florida, the Quantum Foundation and the Sun-Sentinel Children's Fund.



Prime Time Professional Development Scholarship Application
Please answer each question completely. Incomplete applications will not be considered.

Applicant's Name (Mr. Mrs. Ms.): _____
(First Name) (Last Name)

Name of Afterschool Program: _____

Employer's Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Work Fax: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Gender: Male Female Age: _____

What is your race/ethnicity? American Indian/Alaskan Native Asian
 Black/African American Guatemalan/Mayan Haitian
 Hispanic/Latino Native Hawaiian or Pacific Islander White
 Multiracial Other (please specify): _____ Prefer not to answer

High School Diploma/GED: Yes No Community College/University/Technical School: Yes No

Community College/University/Technical School Name: _____

<input type="checkbox"/> AA/AS/AAS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
<input type="checkbox"/> BA/BS/BAS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
<input type="checkbox"/> MA/MS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
<input type="checkbox"/> PhD in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____

Community College/University/Technical School Name: _____

<input type="checkbox"/> AA/AS/AAS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
<input type="checkbox"/> BA/BS/BAS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
<input type="checkbox"/> MA/MS in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____
<input type="checkbox"/> PhD in: _____	Degree Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hrs Completed: _____

Financial Aid (check all that apply within the past five years): Pell Grant T.E.A.C.H.

What is your Job/Title Position?: _____

Are you a (Check One): Frontline Staff Manager Other (please be specific): _____

What age groups do you provide care for? (Check One): K-5 Middle School High School

Employment Status: Full time Part Time How many hours do you work? Per week: _____ Per year: _____



Class, Conference, and/or Event Information

If taking multiple classes, please list each separately, with complete information for each. Please register for the class(es) and attach proof of registration along with the scholarship application. If available please also include a copy of your college transcript.

Incomplete applications will not be considered.

If applying for a class, please supply your student ID number: _____

Check One: PBCC Noncredit Child Care Course PBCC Credit Course

Name of class: _____

Course #: _____ Reference #: _____

Date(s): _____ Location: _____ Cost: \$ _____

Check One: PBCC Noncredit Child Care Course PBCC Credit Course

Name of class: _____

Course #: _____ Reference #: _____

Date(s): _____ Location: _____ Cost: \$ _____

Check One: PBCC Noncredit Child Care Course PBCC Credit Course

Name of class: _____

Course #: _____ Reference #: _____

Date(s): _____ Location: _____ Cost: \$ _____

College/University Credit Courses

Name of college/university: _____

Name of class: _____

Course #: _____ Reference #: _____

Date(s): _____ Location: _____ Cost: \$ _____

Conference, Workshop, or Seminar

Please Note: Copy of conference, workshop, or seminar registration form, with costs, must be included.

Name of Conference/Event: _____

Date(s): _____ Location: _____ Cost: \$ _____

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***Please answer each question completely.
Incomplete applications will not be considered.***

Participation Agreement:

In the event I am awarded a Prime Time Professional Development Scholarship, I agree to:

- Notify Prime Time of any changes in my work status. I understand that if I am no longer employed with the above agency/center during the time of my scholarship award, and I do not notify Prime Time, I may be exempt from future Prime Time scholarship opportunities.
- Attend and complete all required coursework, conference, workshop, or seminar sessions.
- If I am unable to go to a conference, workshop, or seminar I have received a scholarship to attend, I must notify Prime Time in writing within **15 business days** of the event start date. Failure to do so may exempt me from future Prime Time scholarship opportunities.
- If I am unable to go to a class I have received a scholarship to attend, I must contact the college and drop the class immediately. In addition, I must notify Prime Time in writing that I will be unable to attend and submit proof I have dropped the class within **three business days** of the class start date. Failure to do so may exempt me from future Prime Time scholarship opportunities.
- Submit proof of completion (i.e. my class grade report or certificate of attendance with presenter’s sign-off) along with the scholarship follow-up form which is included with the scholarship application, within **10 business days** after the event end date. Failure to do so may exempt me from future Prime Time scholarship opportunities.

I understand if I drop a course, I **MUST** notify Prime Time in writing and return my books within the drop/add period or I will forfeit future Prime Time scholarship benefits, and I will be liable for said book fees.

For Directors:

In the event my employee is awarded a scholarship, I agree to:

- Notify Prime Time of any changes in my employee’s work status, especially if he/she becomes no longer employed at the agency/center.
- Ensure completion and submission of all required follow up material.

Agency/Center Director’s Printed Name: _____
(If you are the director, you must obtain the printed name of your supervisor)

Agency/Center Director’s Signature: _____
(If you are the director, you must obtain the signature of your supervisor)

Applicant’s Printed Name: _____

Applicant’s Signature: _____ Date: _____

****This form must be signed by the agency/center director to be considered.
If you are the director of your program, you must obtain the signature of your supervisor.****

Please submit to: Prime Time Palm Beach County, Inc. • Attention: **Nicole Tarsia**
Phone: (561) 732-8066 Ext: 117 • **Fax:** (561) 732-8094 • **Email:** nicole@primetimepbc.org

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SCHOLARSHIP FOLLOW-UP FORM

In order that we may follow-up on the success of our scholarship program, it is important that you complete the attached form for the class, conference, workshop or seminar that you attended. Please also include a copy of your class grade report and/or certificate of attendance with presenter's sign-off. Completed forms and attendance certificates should be sent to Prime Time no later than **10 business days** after the class, conference, workshop, or seminar end date. Visit our website www.primetimepbc.org for scholarship follow-up deadline dates. Failure to submit follow-up information by the deadline date may exempt you from future Prime Time scholarship opportunities.

This form MUST be completed in its entirety with proper documentation attached or it will be returned to you. Please attach proof of attendance, e.g. receipt, certificate of attendance, copy of class grade report, etc.

Name: _____

Organization: _____

Work Phone #: _____

Name of class, conference, or event attended: _____

Dates of Attendance: _____ Purpose: _____

Please identify three major things you learned as a result of your participation in the class, conference, or event:

- 1. _____
- 2. _____
- 3. _____

Please describe how you will apply the knowledge and skills learned to your current job:

DISCLAIMER: Prime Time would like to use your comment(s) regarding the class, conference, training, and/or workshop you attended in a future Prime Time sponsored event or in its materials. Please let us know if we may quote you by checking your response to the question below:

Yes, Prime Time may use my comment(s) at future Prime Time-sponsored events or in its materials.

Signature: _____

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