

FAEDS BOARD OF DIRECTORS

Officers Handbook

Florida Association of Educational Data Systems

DRAFT -- Current as of August 19, 1988

FAEDS BOARD OF DIRECTORS

Officers Handbook

Florida Association of Educational Data Systems

Revised - Current as of August 17, 1988

HANDYBOOK?

The purpose of this handybook (no it wasn't a typo) is to provide some assistance to FAEDS Board Members as they assume responsibilities for different organizational functions. Sometimes the person who had an office last year is no longer on the Board and is not readily available to provide guidance and assistance to the new officer. This handybook attempts to provide general guidelines and timelines as a starting point. Where appropriate, samples, lists, hints, etc are also included. This in no way attempts to replace the creative or innovative prerogative of any officer or of the Board but serves as an historical basis from which to operate, expand, improve, and/or continue as appropriate.

Duties from the Bylaws and Timelines are provided for each of the officers listed below (in alpha order). Samples, hints, and notes contributed by the officers are included where appropriate.

- Board of Directors (general duties)
- Awards Committee
- Budget Chairperson
- IACE/FICC/FIRN Liaison
- Local Arrangements Chair
- President-Elect/Conference Chairperson
- Scholarship Committee

Information is still needed for the following offices:

- Bylaws Chair
- F.A.C.E. Liaison
- Membership Chairperson
- Past-President
 - Corporate Sponsors Coordinator
 - Nominations Committee Chair
- President
- Publications Chair/Newsletter Editor
- Secretary
- Treasurer

Additional information or updates/corrections/changes to extant information for this handbook should be given/sent to Marie Dence at the NERDC, 112 SSRB, University of Florida, Gainesville, Florida, 32611 (Bitnet address: LMCD@NERVM; FIRNCOM address: MARIE=DENCE; FIRNCON address: Marie_Dence). "HI, REMEMBER ME" calendar worksheets which may be used to detail timeline entries are available from Marie upon request.

HANDYBOOK

The purpose of this handbook is to provide a guide for the use of the various forms and procedures of the Federal Bureau of Investigation (FBI) in the handling of cases. It is intended for the use of all personnel who are involved in the processing of cases, including those who are responsible for the collection, analysis, and dissemination of information. The handbook is organized into several sections, each of which covers a different aspect of the FBI's operations. These sections include: (1) General Information, (2) Case Processing, (3) Investigation, (4) Reporting, (5) Administration, and (6) Miscellaneous. Each section contains a detailed description of the various forms and procedures that are used in the handling of cases, as well as instructions on how to use these forms and procedures. The handbook is intended to be a comprehensive guide for the use of the FBI's forms and procedures, and it is hoped that it will be found to be a valuable resource for all personnel who are involved in the processing of cases.

These forms are the most commonly used forms in the FBI. They are used to collect, analyze, and disseminate information. The forms are organized into several sections, each of which covers a different aspect of the FBI's operations. These sections include: (1) General Information, (2) Case Processing, (3) Investigation, (4) Reporting, (5) Administration, and (6) Miscellaneous. Each section contains a detailed description of the various forms and procedures that are used in the handling of cases, as well as instructions on how to use these forms and procedures. The handbook is intended to be a comprehensive guide for the use of the FBI's forms and procedures, and it is hoped that it will be found to be a valuable resource for all personnel who are involved in the processing of cases.

Handbook of the FBI
Section 1. General Information
Section 2. Case Processing
Section 3. Investigation
Section 4. Reporting
Section 5. Administration
Section 6. Miscellaneous

The handbook is organized into several sections, each of which covers a different aspect of the FBI's operations. These sections include: (1) General Information, (2) Case Processing, (3) Investigation, (4) Reporting, (5) Administration, and (6) Miscellaneous. Each section contains a detailed description of the various forms and procedures that are used in the handling of cases, as well as instructions on how to use these forms and procedures. The handbook is intended to be a comprehensive guide for the use of the FBI's forms and procedures, and it is hoped that it will be found to be a valuable resource for all personnel who are involved in the processing of cases.

Section 1. General Information
Section 2. Case Processing
Section 3. Investigation
Section 4. Reporting
Section 5. Administration
Section 6. Miscellaneous

Additional information on the various forms and procedures of the FBI can be found in the following sections: (1) General Information, (2) Case Processing, (3) Investigation, (4) Reporting, (5) Administration, and (6) Miscellaneous. Each section contains a detailed description of the various forms and procedures that are used in the handling of cases, as well as instructions on how to use these forms and procedures. The handbook is intended to be a comprehensive guide for the use of the FBI's forms and procedures, and it is hoped that it will be found to be a valuable resource for all personnel who are involved in the processing of cases.

BOARD OF DIRECTORS

Duties from Bylaws

The President, President-Elect, Past-President, Treasurer, and Secretary are the designated officers of the FAEDS Board of Directors and have specific duties listed elsewhere.

All other members of the Board of Directors will serve a two-year term and are accorded equal voting privileges.

The JOB STREAM Editor may be an ex-officio member of the Board of Directors.

The Board of Directors fills vacancies if an officer or director (excluding President) is unable to complete a term of office. In the event of the resignation of the President-Elect, this vacancy will be decided by a new election of the membership.

The Board of Directors will select which officers will serve as Treasurer and Secretary at the first Board meeting following the election.

Global Timeline

This timeline highlights key target dates for all of FAEDS. See individual officer writeups within for specific details on the background work that makes these highlights possible.

OCTOBER

- Annual Conference
- Annual Meeting
- FAEDS Awards Presented
- New Officers Installed
- Membership Year Begins

NOVEMBER

DECEMBER

JANUARY

- Board Meeting at FICC
- Teacher of Year Award Presented
- Conference Site Approved

FEBRUARY

- Conference Call for Papers
- Mail scholarship applications
to schools and colleges

MARCH

APRIL

- Spring Board Meeting
- Budget for Next Fiscal Year Adopted
- Conference Program Approved
- Conference Publicity Begins
- Scholarship Applications Sent Out

MAY

- Confirm FICC Fiscal Agent Contract

JUNE

- Scholarship applications due

JULY

- Fiscal Year Begins

AUGUST

- Scholarships Awarded

SEPTEMBER

- Pre-Conference Board Meeting
- Final Approval for Conference
Program and Budget

AWARDS COMMITTEE

Duties from Bylaws

This committee shall be comprised of a chairperson, one regular member appointed by the FAEDS President, the Membership Committee Chairperson, the JOB STREAM Editor, and the President-Elect.

The committee will select a slate of candidates from within the FAEDS organization they feel deserve special recognition for efforts on behalf of FAEDS. One candidate will then be selected by a 3/4 majority vote of the committee to receive the "Robert W. Sims Memorial Award for Outstanding Service to FAEDS."

The committee will select an appropriate award (preferably engraved). The chairperson will address the merits of the candidate and present the award before the general membership of FAEDS at the Fall Conference.

Serving on this committee will not preclude a person from being considered for this award.

It is not mandatory that an award be made each year.

The committee will receive nominations of candidates to receive the Raymond Parker Aid to FAEDS Award. The committee will select the recipient. The Chairperson will present the award at the Annual Conference.

Prepares William J. English Past-President's Award.

Prepares certificates for outgoing :-> Board Members.

The committee will administer the Computer Teacher of the Year Award according to the published guidelines. (ED NOTE: The Teacher of the Year Award is given annually by FAEDS and FACE to a k-12 school teacher for outstanding teaching using computers. This project needs to be coordinated with FACE folk.)

Awards Timeline

APRIL

Request nominations for FAEDS awards from Board members at Spring Board Meeting.

AUGUST

Send out T.O.Y. nomination request flyers (see sample flyer and list of recipients attached -- NEED)

SEPTEMBER

Finalize nominations for FAEDS awards with Awards Committee members at Fall Board Meeting.

OCTOBER

Order FAEDS Awards at beginning of month.

Present FAEDS Awards at Fall Conference Banquet

T.O.Y. nominations are due at the end of October

Send letters to software and hardware vendors requesting donations for T.O.Y. winners (see list of vendors attached -- NEED)

NOVEMBER

T.O.Y. Committee reviews nominees and selects winners.

DECEMBER

Order plaques for T.O.Y.

JANUARY

Make list of T.O.Y. nominees and recipients for FICC program insert.

Present T.O.Y. awards at FICC Opening Session.

BUDGET

Job Description from Bylaws

Proposes an annual budget for the Association to be adopted by the Board of Directors.

Arranges to have the adopted budget published in the JOBSTREAM.

Works with the budget committee, consisting of the President, President-elect, Treasurer, and Budget Chairperson, to ensure that revenues and expenditures are consistent with Board approval with input and feedback from the membership at the Annual Meeting.

Maintains a spreadsheet of approved and actual revenues and expenditures for each fiscal year.

Budget Timeline

NOVEMBER

Update Budget from Conference and from October Board Meetings preceding and following Conference.

JANUARY

Update budget based on input from Treasurer.

Distribute updated budget report at FAEDS Board Meeting at FICC.

FEBRUARY

Update budget based on input from January Board meeting.

MARCH

Prepare Proposed budget for next fiscal Year. Send to Directors for review.

APRIL

Update budget based on input from Treasurer.

Distribute updated budget at Spring Board Meeting

Get next year's budget approved at Spring Board Meeting.

MAY/JUNE

Update current and next year's budget based on input from Spring Board meeting.

AUGUST

Update budget based on input from Treasurer.

SEPTEMBER

Distribute updated budget at Fall Board Meeting.

Update budget based on input from Fall meeting.

OCTOBER

Attend Fall Conference

Present current budget to membership at annual meeting.

IACE/FICC/FIRN LIAISON

There are no official (bylaws) duties for the IACE/FICC/FIRN Liaison. As implied, this officer is responsible for keeping up with the activities of FAEDS, IACE, FICC, and FIRN and for reporting to each relevant activities of the others. This person is also responsible for coordinating those activities among the groups which are appropriate as joint activities. Specific highpoints of this trust are listed on the timeline on the next page.

IACE/FICC/FIRN Timeline

MAY

Confirm contract for FAEDS to serve as FISCAL agents for next FICC.

OCTOBER

Confirm arrangements for FAEDS Board of Directors meeting at upcoming FICC conference.

Line up FAEDS Board members to serve as Presiders at FICC.

The schedule for FICC is attached below. The IACE/FICC/FIRN Liaison keeps the FAEDS Board apprised of the status of these activities and solicits approval of the FICC budget at each FAEDS Board meeting.

FICC SCHEDULE

Schedule--Ninth Annual Florida Instructional Computing Conference
(Jan. 30-Feb. 2, 1989)

March/

April/ Finalize contract details with Hyatt and Ramada.

May/ Typeset and mail presenter application. Also run in May/June/July Ed Tech News. Change presenter application to limit presenters to a total of three per session.

Finalize and print evaluations from FICC'88.

Prepare draft of FICC'89 budget.

Invite committee members to serve for FICC'89. Hold first meeting by mid-June.

Confirm contract with Carol McRae

Confirm sponsoring organizations. Survey sponsors about the possibility of moving FICC to April.

★ Confirm contract with FAEDS

Deal with workshops and workshop sponsors

Finalize artwork for brochures and program materials with DOE graphics. Order note pads with FICC'89 design and dates.

Complete initial selection of prospective general session and invited speakers.

June/

Confirm CEU arrangement with Valencia Community College (Rosemary Closson).

Get printing estimates for brochures, program materials.

Decide whether to change FCA survey forms; finalize them on Pagemaker.

Decide mailing list for two brochures & obtain mailing labels

Finalize pre-registration form and receipt form

Contact and confirm (by letter) the general and invited session speakers

AEDS/FICC/FIRN CHAIR

July/

Finalize workshop arrangements and first brochure information

Order hotel reservation cards, copy hotel maps or directions for Carol McRae

Look into organizing a multi-projector or video wall slide show for the opening session (work with Shirley)

Confirm FCA arrangement with FAEDS; obtain letterhead and stamps; type letter to be sent to ICC's

Send out news releases to computer publications

Set up log in notebook for presenter applications

Edit and key in applicant data as received

- 18 Work on remaining pages of first brochure on Pagemaker (including workshop information)

August/

- 1 Finished brochure is delivered to printer

- 15 Bulk mailing of brochures begins (use Educational Clearinghouse mailhouse?)

Confirm that a block of rooms has been reserved for staff and special speakers at Hyatt

Write to vendors about sponsoring events and buying ads (coordinate with Carol) Send ad spec.'s also to Hyatt & Ramada -(which have agreed to buy a full page ad each as part of their contract.)

Assemble FCA letters ready to mail

Obtain photos and session descriptions from general and invited session speakers

Run pre-registration form in Aug/Sept/Oct Ed Tech News

Sept/

- 12 Presenter application forms cut-off date; evaluation by committee begins

- 19 All program info to program committee

- 19 All presenter information entered into database

October/

3 Mail out FCA letters to ICC's (remind staff not to date-stamp the returned form)

3 Have suggestions back from program committee

12 All program sessions selected

Create name/address file of rejections

Use rejection file to send rejection letter, and solicit those rejected as presenters to serve as presiders

Obtain camera-ready CEU form from Valencia Community College

26 Layout program (154 sessions); enter room, time, etc., into data base. Write acceptance letter; create file of presenters. Create name address file of presenters, then pull session number, time, place, etc., (also audio visual requests)

Write welcome letter from the Commissioner for front of program, and get approved.

Load requests into a file so that presenter acceptance letters can be generated with DisplayWrite 4.

31 Create file (from master), with second brochure information (presenter name, session topic, time) for generation of second brochure

31 Mail acceptance letters, include paragraph about AV equipment requested and emphasize that conference fee waiver and travel reimbursement applies to only three presenters per session.

✕ Begin keeping a record of evening and board meeting requests (get information on time, room set-up desired, name of group, etc.)

November/

7 Second brochure goes to printer

21 Receive printed brochures and begin bulk mailing (use mail house?)

Notify/remind Carol McRae of deadline for getting exhibit information to us for program

Set up blank program pages using Pagemaker. Finalize miscellaneous front and back pages.

Generate audio/visual requirements for A/V chair

Generate list from program database indicating hardware being brought by presenter for their presentation

Remind "Proceedings" chair of Dec. 12 deadline for camera-ready proceedings

Invite Commissioner to speak

23 All program information is entered into the program master database and has been proofed for accuracy

28 Program information is transferred to the Mac., layout begins

Set up MECC direct and associate member meetings

Request loan of Xerox machine

Dec/

1 FCA forms due. Arrange in alphabetical order within school agency groups

5 Program ads due.

12 Deliver FCA to printer, plus inserts. Printer can also begin on program packet and proceedings

19 Deliver camera ready program to printer

Order ribbons

Order any extra signs needed from graphics

Reserve rooms for special speakers

Invite VIPs

Give list of all presenters and committee members to Carol McRae for name badges

Decide on location of FICC 1990, cancel other tentative contracts

Reserve truck for A/V equipment, programs, etc.

January/

Confirm all room set-ups with Hyatt, arrange coffee, lunch and breakfast bars, headquarters rooms, order any extra equipment and phone lines needed for presentations

Release extra rooms blocked

★ Assist presider chair as needed

Confirm presidors for general sessions

Put together box of supplies for conference

Feb/

13 Write thank you letters and mail to all special sponsors and to planning committee

13 Write thank you letters and mail to all special speakers (requesting their expenses)

20 Write thank you letters to all presenters and co-presenters (hold for checks)

Work out reimbursement amount for presenters

Tally evaluation forms

Mail CEU forms to Valencia Community College

Schedule post-FICC Committee meeting

Work out final bill with Hyatt Orlando

Organize left over conference materials and label boxes

LOCAL ARRANGEMENTS

Job Description from Bylaws

Responsible for recommending the convention site.

Responsible for negotiating with potential sites for convention facilities.

Responsible for coordination of convention facilities and activities before and during conference.

Provides liaison between FAEDS Board and host hotel.

Recommends activities for FAEDS members and their families.

Participates on the Conference Program Committee.

Coordinates supplies and equipment for speakers and sees that their needs are accommodated.

Arranges for entertainment and door prizes during the convention.

Coordinates registration and related materials.

Recommends banquet facilities and menu.

Coordinates vendor solicitation and participation.

Local Arrangements Timeline

The timeline for the conference is listed in this handbook under the section for the President-Elect. Specific tasks are discussed in the separate manual, "FAEDS Conference Cookbook."

LOCAL ARRANGEMENTS

Job Description from B-12

Responsible for working under the supervision of the District Manager in the field to develop and maintain a high level of service to the community. This includes the following responsibilities:

- Develop and maintain a high level of service to the community.
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Job Description from B-13

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PRESIDENT-ELECT

Job Description from Bylaws

Assumes the duties of the FAEDS President in the event that the President is unable to serve.

Serves as a voting member of the FAEDS Board of Directors for three (3) consecutive years:

1st year as President-Elect

2nd year as President

3rd year as Past President

As President Elect, acts as program chairperson for the FAEDS Fall Conference and any other conference which may be scheduled.

Conference Time-Line

The timeline below is presented as a reference for the President-Elect (Conference Chair) and the Local Arrangements Chair. Details on these tasks are discussed in a separate manual, "FAEDS Conference Cookbook."

NOVEMBER/DECEMBER

- Appoint Conference Team
- Develop Program Structure
- Begin Contacting Presenters
and Vendors and Hotels
- Initial budget outline

JANUARY

- Board Approval for:
 - Sites
 - Program Structure
 - Budget
- Continue Presenter/Vendor contacts

FEBRUARY

- Formal Call for Papers
and Abstracts
and AV needs
- Confirmation of
presenters and vendors
- Flyer on FAEDS at
FICC Conference
- Pre-Registration begins

MARCH

- Develop and print
tentative program

APRIL

- Publicity to:
 - FAEDS members
 - MIS Directors
 - Superintendents
 - Inservice Coordinators
 - Other Groups
 - JOBSTREAM

MAY-JULY

AUGUST

- Re-Confirm with presenters
and vendors
- Request presenter resumes

SEPTEMBER

- Print final program
- Ads in ed newsletters
- Confirm presidors at board meeting
- Obtain
 - Door prizes
 - Badges
 - Names Tags
 - etc

OCTOBER

- Final Hotel Arrangements
 - Sign contracts?
 - Rooms
 - Meals
- Call
 - Presenters
 - Hotel
 - Presiders
 - Registration Team
- Go To Conference

NOVEMBER

- Pay Bills
- Send Thank Yous
- Develop Post-conference budget report
- Report on conference evaluation results
- Update cookbook
- Turn records, etc over to new Chair

SCHOLARSHIP COMMITTEE

Duties from Bylaws

The Scholarship committee shall be comprised of the chairperson, the president, and the treasurer.

Forwards information and applications for the William J. English Scholarship to Florida high school counselors in the Spring.

Forwards information and applications for the Dr. Robert Sims Scholarship to post-secondary counselors in adult vocational schools, community colleges, and universities in the Spring.

Reviews all applications and recommends to the Board of Directors the names and qualifications of two students to receive the scholarship awards.

Notifies students who are to receive the award and asks that they acknowledge receipt of the award and provide the name of the college in which they are enrolled or intend to enroll. Upon receipt of this information, the committee chairperson will ask the Treasurer of FAEDS to write checks for the amount of the awards.

Arranges time on the program for the students to present their projects to the FAEDS membership at the FAEDS Fall Conference.

Scholarship Timeline

FEBRUARY

Mail applications to schools and colleges at end of month.

JUNE

Scholarship applications must be postmarked by the 15th.

Send copies of valid applications to other members of the scholarship committee for screening.

JULY

Scholarship committee meets to select scholarship recipients.

AUGUST

Award letters mailed to recipients; request acceptance and school identification by the 19th.

Request checks from treasurer to be mailed to recipients' school financial aid offices.

Mail letters to other applicants reporting winners.

SEPTEMBER

Contact 2 scholarship recipients of Conference dates and invite them to attend to present their projects.

DISSEMINATE APPLICATIONS

Applications Sent To:
computing contacts in public schools
community colleges
universities

Mailing Labels From:
Educational Technology(488-0980)

guidance contacts in public schools

Student Services DPS (488-8974)

financial aid offices in community colleges
universities

in-house from Fl. Ed. Directory

individuals as they request them

COMMITTEE WORK

- o Chair screens applications for eligibility, accuracy and completeness.
- o Chair screens eligible applications, selecting 5 best submitted for each scholarship.
- o Chair forwards copies of chosen applications to FAEDS President and Treasurer.
- o Chair provides time frame for receiving recommendations from committee.
- o Each committee member ranks applicants on a scale of 1 to 5 where:
 - 1 = Poor
 - 2 = Fair
 - 3 = Average
 - 4 = Above Average
 - 5 = Outstanding
- o Each committee member provides rankings at committee meeting.

AWARD NOTIFICATION

- o Applicants with highest point total receive written notification of award; asked to send formal acceptance and notification of college they will attend. If acceptance is not verified, the applicant with the second highest point total will be offered the scholarship.
- o When acceptance is verified, chair requests checks to be sent by FAEDS treasurer.
- o Invite the two scholarship winners to attend and present at the Fall Conference.

April 4, 1988

TO WHOM IT MAY CONCERN:

Attached please find a copy of the Florida Association of Educational Data Systems (FAEDS) scholarship available to qualified students. Please make copies of the scholarship information available at your schools, vocational sites or other places where financial assistance information is disseminated.

If you require more information about the scholarship, contact me at (904) 487-0911. Thank you for your assistance.

Sincerely,

Bebe Smith

Bebe Smith
FAEDS Scholarship Chair

BS/pm
Attachment

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

William J. English Memorial Scholarship

One \$1000 scholarship will be awarded for the current academic year to a selected high school or vocational school senior who is planning to attend a Florida public or private college and who is planning to major in data processing.

Deadline is June 15, 1988

WHO MAY APPLY?

Any high school or vocational school senior, with at least a 2.5 GPA (on a 4 point system) and who is attending a Florida school, may apply. The applicant must be enrolled as a full time student as defined by his or her academic institution during the course of the award.

HOW TO APPLY?

The application form is on the back of this page. Complete the form carefully and submit it, together with an official transcript of all your course work, the requested essay and program, to the address on the bottom of this page. The postmark deadline is June 15, 1988. Judging will be done by a panel of FAEDS members. The results will be announced by July 30 of the current year. The recipient will receive his/her award just prior to the fall semester of the current year.

SEND APPLICATION FORM AND MATERIALS TO:

Ms. Bebe Smith
FAEDS Scholarship Chair
FIRN
Department of Education
Knott Building/202 Winchester B
Tallahassee, FL 32399

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

William J. English Memorial Scholarship

DATE _____

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

TELEPHONE (____) _____

FLORIDA SCHOOL PRESENTLY ATTENDING

G.P.A. _____

ATTACHMENTS:

1. Official copy of school transcript.
2. Two page essay indicating interest in computer science or data processing field.
3. Sample program written by applicant. Please include documentation. A certified statement will be acceptable as proof of authorship.
4. Three letters of recommendation, preferably from school principal, teacher, minister, counselor, or FAEDS member from your home county.

OTHER REQUIREMENTS:

Completed applications must be submitted to the chairperson of the scholarship committee by June 15, 1988.

Send to:

Ms. Bebe Smith
FAEDS Scholarship Chair
FIRN
Department of Education
Knott Building/202 Winchester B
Tallahassee, FL 32399

FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

Dr. Robert W. Sims Memorial Scholarship

One \$1000 scholarship will be awarded for the current academic year to a selected post-secondary student, not to exceed a college freshman, who is attending or planning to attend a Florida public or private college and is planning to major in data processing.

Deadline is June 15, 1988

WHO MAY APPLY?

Any post-secondary student, not to exceed a college freshman, with at least a 2.5 GPA (on a 4 point system) and who is attending a Florida school, may apply. The applicant must be enrolled as a full time student as defined by his or her academic institution during the course of the award.

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FLORIDA ASSOCIATION OF EDUCATIONAL DATA SYSTEMS

Dr. Robert W. Sims Memorial Scholarship

DATE _____
NAME _____
ADDRESS _____
CITY _____
STATE _____
ZIP _____
TELEPHONE (____) _____

FLORIDA SCHOOL PRESENTLY ATTENDING

G.P.A. _____

ATTACHMENTS:

1. Official copy of school transcript.
2. Two page essay indicating interest in computer science or data processing field. Briefly outline career aspirations.
3. Sample program written by applicant. Please include documentation. A certified statement will be acceptable as proof of authorship.
4. Three letters of recommendation, preferably from school principal, teacher, minister, counselor, or FAEDS member from your home county.

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Completed applications must be submitted to the chairperson of the scholarship committee by June 15, 1988.

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FAEDS Scholarship Chair
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