

LPS Joint PTO Scholarship Committee Representative

Volunteer Job Description:

The representative sits on a committee that administers a scholarship fund for Littleton Public School classroom teachers. Each school in the district that contributes to the scholarship fund has a representative on the committee. The scholarship is for workshops or coursework to be completed between May 23, 2018 and May 22, 2019. The objective of the scholarship grant is to improve student learning in LPS.

Each school's representative attends three meetings. The first is to receive instructions on the application process. The second is to review and screen the teacher applications. The third is to select the grant recipients and disburse the funds.

The representative also distributes the scholarship applications to their school's teachers as well reminds teachers of the scholarship application deadlines. The representative may also attend a staff meeting to offer information on the application process.

Should a teacher from the representative's school receive a grant, the representative should attend the evening presentation of the scholarship grants. There is a reception following the presentation.

The representative makes sure that their school's scholarship contribution is sent in by the due date.

When Your School's JPTO Representative Position is filled please email their name and contact information to Alison Nelligan at JPTOScholarship@gmail.com

Meeting Dates/Times:

November 7th, 2017: 12:15-1:15pm – First meeting of the Joint PTO Scholarship Committee
LPS ESC Building, 5776 S. Crocker, Room 315

March 13th, 2018: 9:00am - noon or 5:30pm – 8:30pm – Screening of teacher applications on a drop-in basis (takes about 1 ½ hours)

April 3rd, 2018: 12:00 -1:00pm– Select and disburse funds to scholarship grant recipients
LPS ESC Building, 5776 S. Crocker, Room 315

May 2nd, 2018: 7:00pm – Awards Ceremony: Presentation of scholarship grants
LPS ESC Building, 5776 S. Crocker, Board Room