**Career & Technical Education Scholarship (CTES) Grant**

**Handbook**

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| **RC of Pflugerville** |
| **District Rotary Foundation Chair** |
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| **Dr. Tina Ady** |
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| **District CTES Chair** |

# District 5870 Rotarians,

I’m pleased to announce that District 5870 will be sponsoring Rotary Foundation (TRF) Career & Technical Education Scholarships for the 2025-2026 Rotary Year!

2025-26 District Governor Todd Smith has decided that our District Grant Scholarship Grant program will offer seven $5,000 scholarships to support CTE students who live in one of the 23 counties that comprise District 5870 and are planning to study, or are currently enrolled, at a community college or technical school located in one of these 23 counties in District 5870 (or in an adjacent county if that school is closer or a more economical option than a school located in a District 5870 county).

These scholarships are intended for **career and technical education and training** that prepares students for jobs, careers at various levels in engineering, accounting, construction trades, nursing, medicine and other healing arts, architecture, pharmacy, and law that do not require a 4-year college degree to perform. These scholarships are not intended for students attending a community college or technical school intending to transfer credits earned to a 4-year, upper-level college.

Each Scholarship will be $5,000, entirely funded with District Designated Funds (DDF) and can last up to two years. **Sponsoring clubs will be expected, however, to contribute at least another $250 toward the student’s expenses and can, if they desire, increase this amount to cover project costs.** Clubs must be qualified under TRF and District 5870 guidelines before they can sponsor a scholarship student.

Scholarships are open to graduating high school seniors and continuing education students regardless of age.

Yours in Service,

Shannon Coleman, District Rotary Foundation Chair, 2024-2027

## Scholarship POC:

Dr. Tina Ady, District CTES Chair

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# General Qualifications and Requirements

District 5870’s unique approach to allocating district funds allows us to support Career & Technical Education Scholarships (CTES) as part of our district grant obtained through Rotary International. All District 5870 clubs are eligible to apply for the DAP Grants and CTE Scholarship Grants, provided they meet the club qualification requirements necessary to receive grant funding.Scholarship applications will only be accepted from clubs who have begun the grant qualification process for receiving Foundation Funds and have completed GMTS (Grant Management Training Seminar) in the 2025 year, (see Addendum 1 and 2 for details). Clubs with an ***overdue report for any Foundation grant will be ineligible.***

District Grant scholarships are intended to fund career & technical education or training at an accredited community college or technical school located in one of the 23 counties that comprise District 5870 (Bastrop, Bell, Bosque, Burleson, Burnet, Coryell, Falls, Fayette, Freestone, Hampton, Hill, Lampasas, Lavaca, Lee, Leon, Limestone, McLennan, Milam, Mills, Navarro, Robertson, Travis, Williamson or adjacent counties.) The training program must be no more than two years and lead to a 2-year Associate of Applied Science or shorter-term credit or non-credit Certificate program or industry certification.

Eligible degrees and certificates or certifications should lead to employability upon completion in the field of study. Broad areas include engineering, technology, business, accounting, allied health (medical), construction and manufacturing trades, and public service that do not require a 4-year college degree to perform. Information on this type of program and a search function may be found at <https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education> [Career and Technical Education | Texas Education Agency](https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education) If a prospective applicant selects a program of study that is not clearly included in the above, please contact the CTE Scholarship Chair for approval.

Scholarship applications will be scored based on a combination of need, merit, previous work in the area of study (if any), past commitment to service above self and the applicant’s career plans. Scholarships are open to graduating high school seniors and continuing education students regardless of age.

Students already enrolled in a qualifying program may apply for the scholarship to assist in completing a qualified program of study. In this case, the student needs to understand scholarship funds cannot be used to pay expenses incurred prior to the scholarship.

Students who are awarded a CTE scholarship should share their intent to reapply with their sponsoring Rotary Club by the published deadline, provided that their academic record at the conclusion of their initial scholarship is acceptable and students have completed all coursework for their program. However, no preference will be given to students applying for again for the scholarship. Rotary Clubs must meet all grant requirements.

Each scholarship recipient will be required to participate in a service project with their sponsoring club during his or her period of study. Sponsoring clubs are responsible for informing the student of available service opportunities and for ensuring that the student participates in one or more projects. Reapplying students must meet this requirement.

The scholarship candidate must:

* Reside in one of the 23 counties that comprise District 5870
* Agree to study one of the areas listed in Section 2 at a community or technical college in or adjacent to a District 5870 county
* Agree to participate in a Club service project during his or her period of study
* Begin or continue his or her academic program during the 2025-2026 Rotary Year
* Complete an online District 5870 CTE Scholarship Application and submit required documents
* Have a solid commitment to participate in activities and service with their sponsors and learn about Rotary
* No later than the time of the district interviews, the scholarship candidate must be accepted to his or her program of study at an accredited community college or technical school.

Sponsoring clubs must contribute at least $250 towards the student’s expenses and can, if they desire, increase this amount to cover project costs.

If tuition, books, lab fees, other classroom and/or school fees and expenses, certification testing, tools and equipment, or other expenses approved by the CTES committee do not use up the $5,250 funding, remaining funds must be returned to District 5870.

The Scholar may NOT be:

* A Rotarian
* An employee or member of a club, district, or other Rotary entity, or of Rotary International
* The spouse, a lineal descendant (child or grandchild by blood or stepchild legally adopted or not), the spouse of a lineal descendant, or an ancestor (parent or grandparent by blood) of any person in the foregoing two categories.

Clubs must ensure that the scholarship recipient provides timely information to complete required final or interim reports. Failure to complete the report will disqualify the club for any Rotary Foundation grant funding, including DAP grants and additional CTE Scholarship funding. Interim (or final) reports are due no later than June 15th. A link to the reporting form is available on the District 5870 CTE webpage.

Scholarship candidates must participate virtually in the district interviews via Zoom. If, for any reason, the Scholarship candidate is unable to participate in the virtual interviews, he or she will not be eligible to receive a scholarship.

## NOTE: Zoom interviews are scheduled to take place on Saturday, April 26, 2025.

*Additional Terms and Conditions are outlined in Addendum I and II of this Handbook.*

# Timelines

June 15, 2024 – interim or final reports are due for all clubs who sponsored scholarship recipients in 2023-24.

July – September 2024

Clubs develop a committee for interviewing and selecting a candidate.

September 15, 2024 to April 1, 2025

A sample CTE scholarship application and handbook will be available on the District website [www.rotarydistrict5870.org](http://www.rotarydistrict5870.org/) (Foundation Tab) on or about September 15, 2024. Between September 15, 2024 and April 1, 2025, clubs will identify potential candidates and conduct internal interviews based on a schedule that fits the needs of the clubs. To nominate a student, Clubs must complete and submit the Endorsement Form that is submitted to the CTES Chair. Clubs will select one candidate and notify all candidates of their nomination at the appropriate time. We recommend that clubs download the sample CTES application to assist in preparing candidates and sponsors for filling out the online application. Note: Clubs with an Annual Fund-SHARE goal entered in Rotary Club Central of at least $100 per capita are eligible to submit up to two candidates

April 1, 2025

No later than April 1, 2025, Club CTES sponsors MUST REQUEST access to the online CTE scholarship application from the District CTES Chair. Access to the online application is restricted to clubs who confirm that they have conducted an internal vetting process for their proposed candidates.

Prior to issuing access to the application:

1. Club must submit Club Endorsement.
2. CTES Coordinator verifies with the District Rotary Foundation Chair that (1) club has completed Grant Management Training (GMTS), (2) club has submitted MOU and club 990, in order to meet Rotary grant requirements for the 2025-26 year.

Hard copy applications or applications submitted outside this process will not be accepted.

Between April 1 and April 12, 2025

Scholarship candidates, with the assistance and supervision of their sponsoring clubs, must submit online applications and all required supporting documents for scholars wishing to begin study during the 2025-26 Rotary Year. The scholar must have selected the program and be admitted to the community college or technical school that he or she wants to attend and must be admitted.

April 13-25, 2025

The CTES Coordinator establishes an interview committee and interview questions. The applications are shared with the committee members for their review and evaluation. All scholarship applicants are contacted with their individual interview times and sponsors are made aware of them.

April 26, 2025

District virtual interviews via Zoom will occur for scholars wanting to begin study in 2025-26. If, for any reason, the candidate is unable to be interviewed that day, he or she will not be eligible to receive a scholarship. Usually, the interview committee convenes via Zoom at 8:00 a.m. or a time coordinated by the CTES Coordinator on interview day, and interviews are scheduled in 15-minute-increments with a 5 minute break between each interview. The application and supporting documents are scored as well as the interview. Decisions on scholarship awards are made at the conclusion of all interviews. Sponsoring club members may be present during their candidate’s interview but cannot interact with the students or the committee while the interview is taking place.

April 27-30, 2025

Students and sponsors are informed by the CTES Coordinator of selection or non-selection of a CTE scholarship. Scholarship recipients must complete the Acceptance Form.

June 15, 2026 – interim or final reports are due for all clubs who sponsored scholarship recipients in 2025-26.

Funding

The Scholarship funding will be disbursed by District 5870 to the sponsoring club in the Rotary Year 2025-2026 after July 1, 2025 when it is received from The Rotary Foundation, contingent on the club being fully qualified to receive Foundation funding, and that all grants from the previous Rotary year have been closed.

Commencement of Study

Students can begin study as soon as the funding has been provided to the sponsoring club by District 5870. Students may begin study and be reimbursed by the club if the term begins prior to receipt of funds for the intended start of the term.

# Sponsoring a District CTE Scholar

Getting Started

* Download and review the District 5870 CTES Handbook.
* Promote the opportunity within your area.
* Appoint a CTE Scholarship sponsor.
* Identify and interview potential applicants.
* Select a scholarship candidate (up to two candidates with Annual Fund-SHARE goal of at least $100 per capita).
* These candidates should have:
  + - Excellent leadership skills and potential
    - A proven record of success in his or her career aspiration
    - Demonstrated a personal commitment to community service/service above self
    - Well-defined and realistic goals that align with the career field that the student has chosen to study
    - Concrete ideas as to how he or she will make use of their new skills after graduation and/or certification
    - Potential to become a Rotarian in the future
    - Need for scholarship funding
* Work with your candidate(s) to submit the CTES application and required supporting documents online no later than April 12, 2025.

Roles & Responsibilities of a Sponsor & Club

*Before the scholarship application is submitted*

* Conduct internal club interviews to select CTES nominees.
* Assist the candidate in completing the scholarship application and preparing for the district interviews.
* Identify any relevant application or other deadlines (e.g., community college or technical school deposits) the candidate may have.
* Ensure that the candidate understands reporting, service and other requirements
* Assist the candidate in creating a realistic student expenses worksheet (see Section 4).

*After the district grant application is approved and the club has received funds from The Rotary Foundation*

* Develop and clearly communicate payment requirements and reporting schedules to the student. Provide the student with a copy of the approved budget and clearly communicate expectations about eligible expenses for each line item.
* Once the funds have been transferred to the club, provide these funds to the college or student based upon the previously established schedule. Arrange visits to Rotary club meetings, district functions, and other Rotary-related events.
* Clubs will generally provide funds to scholars on a reimbursable basis after the scholar produces receipts. However, for some planned expenses where the scholar can provide an invoice (tuition, rent, etc.), the club may pay the invoice directly or release funds to the scholar.
* Consider supplying the student with an adequate supply of business cards, with the Rotary emblem and their picture.

*During the scholarship period*

* Maintain regular contact with the student in order to share news with fellow Rotarians and to enable the student to relate news about his or her training.
* Encourage the student to share concerns or problems.
* Provide opportunities for mentorship with club members.
* Ensure the student participates in a service project.
* Keep a detailed record of all expenditures, along with receipts.
* Encourage the student to join a college or community Rotaract Club, if available.
* At the conclusion of the academic year, but no later than June 15, 2026, provide a final report using the format linked from the District Vocational Scholarship webpage.
* If the scholarship is longer than 12 months, or the term extends past the deadline, provide:
  + - An interim report to the District 5870 Scholarship Committee on or before June 15, 2026, and
    - Receipts for expenses of $75 or more required to fulfill the retention and reporting requirements for the District 5870 Audit Committee at the completion of the study period.
* In the event that the student is unable to complete their program, all remaining funds will be returned to District 5870.

*After the scholarship*

* Help the student arrange speaking engagements at clubs in your district. In addition to giving club members the opportunity to learn about the student’s experiences. Such events help publicize the Rotary Foundation.
* Work with the student to submit a final report to you, with applicable receipts, and submit an interim and final report to the CTES Chair.
* Encourage the student’s participation in any Rotary Foundation alumni activities available in the district after the completion of study.
* Maintain communication with the student and keep track of his or her current address.
* Actively seek their involvement in appropriate club activities and refer them to clubs that meet their need, if available.

# Student Expenses Worksheet

Work with your student to complete the following worksheet. This worksheet is intended to provide your club and the student with an approximate cost of his or her training. These items may not be all inclusive:

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| Item | Notes | Approximate  Cost |
| Tuition | Costs vary by community college and technical school, by course hour, residency  determination and vocational program. |  |
| Books, software, lab fees and other classroom and/or school fees and  expenses | Work with your student to determine what addition classroom expenses there might be. |  |
| Certification testing fees | Many skills require a certificate before the student can find employment. Fees vary  by vocation and level of proficiency |  |
| Tools and equipment | Specialized tools and equipment that the student will need to work after  graduation/certification (within reason) |  |
| Other expenses | Other expenses pursuant to or otherwise supporting the course of study. These expenses MUST be discussed with and agreed to by the club sponsor before they are paid by the scholar. |  |

ADDENDUM I. Club Qualification Requirements

Qualification is an annual process and is required for participation in District Grant funded projects and scholarships. To qualify to receive access to an application, a club must:

* Sign the District 5870 annotated version of the Club Memorandum of Understanding (MOU) at [www.rotarydistrict5870.org](http://www.rotarydistrict5870.org/) under Foundation – District Grant tab.
* Have at least two persons Grant Management certified, one of whom must be the Rotarian who will serve as Club President in 2025-26.
* Have filed the appropriate Form 990 with the IRS and submitted the 2023 990 (filed June 30, 2024) to Richard Schneider, DAP Grant Coordinator, [5870dapgrants@gmail.com](mailto:5870dapgrants@gmail.com)
* Have paid all required Rotary International Fees and Dues, and District Dues as of July 1, 2025.
* Agree to comply with the Conflicts of Interest Policy.
* Agree with the Financial Stewardship Protocol (the club, as an entity, is responsible for the use of grant funds regardless of who controlled the funds)
* Agree to participate with audits as and if required.

The Club Memorandum of Understanding (MOU) is an agreement between the club and District 5870 explaining what measures the club will undertake to ensure proper implementation of District Grants and management of Rotary Foundation District Grant funds. By signing this document, the club agrees that it will comply with all Foundation requirements. The MOU requires that the club:

* Appoint a Club Qualification Manager.
* Develop a written succession plan for grant records to ensure document retention requirements are met.
* Develop written plans and policies for Financial Management and Document Retention to ensure that:
  + All grant and qualification related documents are retained for a minimum of five years (or longer if required by applicable law.)
  + Documents are stored in a known location that is accessible to both (1) club Rotarians, and (2) TRF or the district upon request.

Final note: Participation in Rotary Foundation Grants is done online through MyRotary at [www.myrotary.org.](http://www.myrotary.org.) This means that all club sponsors must have a Member Access user id and password no later than the district interviews.

# ADDENDUM II

Terms and Conditions for Rotary Foundation District Grants

The District 5870 CTE Scholarship Grants give all Rotary clubs in our district the opportunity to benefit from member contributions made to the Annual Fund-SHARE program three years earlier, which are then returned to the district in the form of district and global grants. Being that our CTE Scholarship Grant program, consisting of $5,000 scholarship grants, is funded through our Rotary International District Grant, it must adhere to the following criteria:

1. General Criteria

Rotary Foundation District Grants support a wide variety of humanitarian and educational activities in local communities and abroad. All projects and activities such as scholarships funded by these grants must:

* Support local humanitarian service projects and scholarships that relate to the mission of The Rotary Foundation, and in accordance with Foundation policies.
* Include the active participation of Rotarians.
* Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant.
* Adhere to all public laws.
* Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse clubs or districts for projects or scholarships already completed or in progress. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred before approval.
* Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of The Rotary Foundation Code of Policies.
* Comply with the policy regarding the proper use of Rotary Marks as outlined in section 1.050.2 of The Rotary Foundation Code of Policies.

1. Sponsor Criteria

For a club to receive a District Grant from District 5870 it must be qualified by the district. In addition, all members of the club’s grant committee must be in good standing with Rotary International and The Rotary Foundation. Individuals prohibited from serving on a grant committee include paid staff of a cooperating or beneficiary organization associated with the grant, and any Rotarian also serving on the District Foundation Committee.

1. Eligibility Criteria

In addition to the general criteria for Rotary Foundation District Grants, the recipient will be expected to participate in either a club and/or district service project.

1. Restrictions

District Grants cannot be used to:

* Unfairly discriminate against any group.
* Promote a particular political or religious viewpoint.
* Support purely religious functions at churches and other places of worship.
* Support activities that involve abortion or that are undertaken solely for sex determination.
* Fund the purchase of arms or ammunition.
* Support the following programs of RI: Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract, and Interact.
* Make a new contribution to the Foundation or another Rotary Foundation grant.

1. Timelines and Applications

District Grants function on a two‐year business cycle includes a planning year, during which the club first submits a district grant application, and an implementation year, during which the funds can be paid out and applied to projects.

Clubs are strongly encouraged to begin planning district grant projects and to submit applications during the planning year, but they may also submit applications during the implementation year.

The club grant committee must submit a complete request for district grant funds, preferably during the planning year, which includes:

* Signed authorization to request and oversee the expenditure of the grant funds.
* A general spending plan for the year in which the funds will be spent.
* Agreement to comply with all standard district grant policies, guidelines, and criteria.

Clubs may apply for one CTE district grants/scholarship or (up to two candidates with Annual Fund-SHARE goal of at least $100 per capita). District 5870 will not process or approve district grant applications after the end of the Rotary year for which the funds were requested.

1. Financing and Contributions

District grants are funded solely with allocations made from the District Designated Fund (DDF). District 5870 allocates a portion of those district grant funds to support Career & Technical Education Scholarships (CTES), obtained via Rotary International. This method further ensures that all clubs have the opportunity to benefit from the contributions made by our members three years prior, which have been returned to our district in the form of (DDF).

1. Payments

District grant funds for the 2025-26 Rotary year will not be released until the previous Rotary year’s district grant(s) are closed, the 2024-25 District Grant has been approved and funded by Rotary International (typically August or September) and the club is considered “fully qualified”.

1. Reporting Requirements and Documentation

Grant recipients are responsible for reporting to District 5870 on the use of grant funds. Progress and final reports must be submitted to the Chairperson of the District 5870 Grants Subcommittee. These forms must be completed in their entirety for the report to be accepted. ***New grant applications, including those for scholarships, will not be accepted by District 5870 if the grant sponsor has an overdue report for any Foundation grant.*** Additionally, District 5870 reserves the right to review grants at any time, conduct an audit, send a monitor, require the submission of additional documentation, and suspend any or all payments if deemed necessary.

The following reporting criteria also apply to grant recipients:

* Unused grant funds must be returned promptly to the District 5870 District Grant Account.
* Districts must report the use of grant funds to their member clubs in accordance with the terms of qualification.
* Grant sponsors must maintain copies of all receipts and bank statements related to grant‐funded expenditures in accordance with the terms of qualification and any applicable local and international laws.
* Grant sponsors who fail to adhere to Foundation policies and guidelines in implementing and financing projects must return misused grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.
* Final reports documenting the disbursement of funds must be submitted to District 5870 within 12 months after the payment is received.
* All grant projects and activities funded by district grants must be completed within 24 months of disbursement by District 5870 to the club.

1. Non-Rotarian Grant Recipients

Non‐Rotarians receiving grant funding, such as scholarship recipients, are expected to demonstrate a good knowledge of Rotary and a solid commitment to participate in activities and service with their sponsors. Non‐Rotarian grant recipients are expected to participate in club and district activities as requested by their sponsors.

1. Cooperating Organizations

Cooperating organizations are reputable non‐Rotary organizations or academic institutions solicited by the sponsors that provide expertise, infrastructure, advocacy, training, education, or other support for the grant. Cooperating organizations must agree to comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts and proof of purchase as required.

All funding provided to cooperating organizations must be used for specific project activities, and the club must maintain an itemized report of such activity.