



STUDENT ORGANIZATION SCHOLARSHIP & TRAVEL SUPPORT POLICY

Program Purpose

The EDA Student Organization Scholarship Program supports career readiness, workforce development, and talent pipeline activities by providing partial financial assistance for student participation and travel in approved competitions, conferences, and training opportunities. Funding is intended to encourage shared responsibility, student engagement, and community impact.

Funding Calculation Methodology

EDA funding is limited to a maximum of 50% of the total eligible trip cost up to a total dollar amount of \$4,000, calculated only for students who submit approved applications.

The total eligible trip cost will be determined by multiplying the per-student cost by the number of students with approved applications, then capped at a 50% match from the EDA.

Example:

- Club trip cost: \$2,000 per student
- 8 students apply and are approved

Base calculation:

- Eligible cost | $8 \times \$2,000 = \$16,000$
 - EDA match | $50\% \times \$16,000 = \$8,000$
 - Total EDA cap = \$4,000
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Application Process

Organizations will submit a consolidated application containing their letter, student write-ins, and event materials to Economic Development staff.

1. Organization Letter:

Organizations submit a request for a specific event or competition. This must entail

- explanation of expenses per student
- total expenses



- event/competition details and dates
- all fundraising efforts
- student roster
- signature of Club Sponsor and School Administrator

2. **Student Write-In's:**

Individual students apply to document participation and understanding of scholarship.

3. **Event Materials and Expense Documentation :**

The application must include documents from the competition and other expense documentation such as a travel agent invoice.

This must be submitted no fewer than 7 days before the EDA meeting in which the application is first considered and at least 30 days before the event.

Staff Administrative Review and Chair Approval to Agenda

EDA staff will conduct an initial administrative review of applications to ensure eligibility and completion.

After, the Chair of the EDA will add the application to the Agenda.

EDA Approval

The EDA will vote on the club application at a regular scheduled EDA meeting, typically scheduled for the second Thursday of each month at 5PM in the Board Room of the Revercomb Building. A majority vote is required.

Eligibility

Recognized student organizations aligned with:

- Workforce development and career pathways
- Business, entrepreneurship, and skilled trades
- Career & Technical Education (CTE)
- Apprenticeship, pre-apprenticeship, and work-based learning (WBL)

The club and students must be in the King George County Public School System.



Eligible activities include:

- National competitions for career, industry, leadership or skill-based trade areas
- Career or industry conferences
- Skill-based training tied to credentials or career exposure

Students must be in good academic standing and receive permission for this application from the club sponsor and a school administrator or guidance counselor.

Application & Deadlines

This must be submitted no fewer than 7 days before the EDA meeting in which the application is first considered and at least 30 days before the event.

Student Engagement & Service Requirement

Students must complete 3 hours of approved service or workforce engagement. These hours can be completed upon application being received until the start of the next school year.

Eligible activities include:

- Apprenticeships or pre-apprenticeships
- Work-based learning (this does not include student's current employment)
- Volunteering with local businesses or nonprofits associated with economic development
- Career fairs, industry events, or EDA-approved initiatives
- Volunteering or interning with County staff.

Clubs must submit these hours from each student in the post-event report. Students must describe their responsibilities and get a supervisor's signature from their completed services. Economic Development staff deems what is eligible and will approve hours.

Fund Disbursement & Financial Controls

Funds are issued directly to the student organization, not individual students.

Checks from the EDA may take up to 30 days to be received.



Accountability & Non-Participation

Students who do not attend, withdraw, or fail to meet participation or service requirements may have funds reallocated or returned to EDA. Final rosters must be submitted in the post-event report. Student Service Hours Logs

Post-Event Report

Clubs must submit a report to the EDA by the beginning of the next school year. This report entails:

- Final roster
- Student achievement at the event
- Receipts from event and vendors
- Student Service Hours Logs

Failure to submit these may result in ineligibility to apply the following year.

Receipts received must match the money given from the EDA within an acceptable margin of error.



Student Write-In Section (Required)

Student Name(s): _____

Student Organization: _____

Advisor Name: _____

Event Name & Location: _____

Event Date(s): _____

1. Competition or Event Description

Briefly explain the competition, conference, or training opportunity and its relevance to workforce and economic development.

2. Student Expected Outcome

Describe your role, preparation, credentials pursued, or expected learning outcomes that this grant will assist you in obtaining.



3. Student Profile

Describe your post high school objectives and career goals.

Signatures :

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

School Counsellor or Admin Signature: _____ Date: _____

Email: _____

Submission

Your write-in will be submitted by your club sponsor in a consolidated application.