**Professional Recognition & Scholarship Chair**

**Position Role and Responsibilities**

**OUR MISSION:**

The mission of WSCA is to advance the profession of school counseling in preschool through post-secondary in order to maximize the academic performance, career planning, and personal/social growth of every student.

**GOVERNING (ENDS) POLICIES:**

**School counselors are highly qualified practitioners.**

1. School counselors are experts in the implementation of the *Wisconsin Comprehensive School Counseling Model* and the *American School Counselor Association National Model.*

a. School counselors are thorough in applying the *Ethical Standards for School Counselors*.

i. School counselors are culturally competent.

ii. School counselors are responsible with technology.

b. School counselors are skilled at using data and evidence-based practices to guide program decisions.

2. School counselors are visionary leaders who impact the state and national agendas surrounding education and student success.

**Qualifications:**

The WSCA Professional Recognition & Scholarship Chair:

A. must be a member of the Wisconsin School Counselor Association.

B. must be a Professional, emeritus or retired member.

**Term of Office:**

The WSCA Professional Recognition & Scholarship Chair:

A. shall be appointed/reappointed on a 3 year basis by the President

**Role Description:**

The WSCA Professional Recognition & Scholarship Chair is responsible for putting together a team of volunteers to read through and rank High School Scholarship Applications, Graduate Student Applications, and Professional Recognition Nominations. They will then contact the winners for each award and ask them to attend the Annual WSCA Conference to accept their award on stage. See below for a timeline and breakdown of logistical tasks that help accomplish these duties.

**Role Responsibilities**:

1. Develop a plan of action for August meeting to be submitted to the Governing Board.
2. Organize a committee to accomplish goals of plan of action.
3. Promote Scholarship and Professional Recognition deadlines through WSCAScene, Twitter, Facebook, and email blasts.
4. Hold periodic committee meetings/discussions - usually via email.
5. Attend Governing Board meetings.
6. Prepare a brief report for each Governing Board meeting to be submitted to the Secondary-VP
7. Serve as host for conference sectionals.
8. You (or someone else you select) will present awards at the Annual WSCA Conference.
9. Prepare a budget request for following year to be submitted to the Governing Board.
10. Submit a written annual report of activities (overview) and recommendations to the Governing Board.

**WSCA Governing Board Responsibilities:**

1. Develop a plan of action and budget request to be submitted to the President.
2. Submit an update on your progress to your team leader – probably Secondary VP (4-6 times/year).
3. Submit a written annual report of the activities and recommendations to the Governing Board.
4. Complete duties that may be assigned or directed by the President.
5. Attend all Governing Board and Executive Committee meetings prepared to be an active and contributing member of the committee meetings.
6. Prepare articles for e-Blasts and other WSCA publications as requested.
7. Recruit sectional presenters and host sectionals at conference.
8. Contact membership as needed.
9. Maintain records and transition successor into role.

**WSCA Professional Recognition & Scholarship Chair**

**Timeline of Responsibilities**

**August:**

Attend the Leadership Development Institute (LDI).

Review and update the scholarship and professional award nominations forms. All forms and information must be updated for the current year.

Contact co-sponsors (Career Cruising and Method Test Prep) of the high school scholarship to secure funds for current year - $4,000

Contact Educators Credit Union about sponsorship - $3,000

Updated applications to be given to Morgan Data Solutions (MDS-the organization’s administrative service) for posting on WSCA website.

Draft ‘blurb’ for WSCA member e-Blast, Facebook, Twitter, and WSCAScene to announce the scholarship and award nomination forms are available on the website.

Last year’s high school scholarship winners will be sending proof of enrollment to the chair who will submit vouchers to the WSCA board treasurer and MDS. If you do not receive this by early September, contact winners to remind them we need to receive this before their scholarship can be awarded.

**September:**

Attend WSCA Board Meeting (most likely in Wausau)

Have statewide graduate student representative on the WSCA Board send an e-mail to all Wisconsin university school counseling programs to inform them of the Mike Troy Graduate Scholarship.

Use website, social media, and email blasts to get information out to members about professional recognition and scholarship opportunities.

**October:**

Work with MDS and prepare for all scholarship and award applications to arrive. (Most arrive near the November 1st deadline)

Secure readers for application review.

Do one last call (e-blast) for scholarship opportunities (end of October)

**November:**

Both High School and Grad School Applications are due November 1st. Begin organizing and uploading immediately so your assigned committees can review and rank them – ask past chair for helpful ideas to break up the 300 applications.

o HS Scholarships: will be sent to wscascholarships@gmail.com – they will put their info in the body of the email and attach a Word document for their essay. Save all the essays under their respective number in the email account and deliver to MDS via email or USB drive (can also create a spreadsheet to help keep them organized). This will hopefully be a completely online entry process in the next few years.

o Grad Scholarships: all information collected is uploaded to website for committee to view; ensure all applicants are WSCA members; spreadsheet sent to chair with all contact information

Attend WSCA Board Meeting (most likely held in Wausau in mid-November)

Have sponsors turn in conference sectional requests to Conference Committee and their exhibitor booth requests to Hillary.

**December:**

Professional Recognition applications due December 1st – Begin organizing and uploading them to website immediately (with help of MDS). Your committee needs to review them and winners have to be selected, highlights written, and submitted to Conference Committee by December 15th to make it into the Conference Booklet.

Also submit a list of Honorable Mention names for Professional Rec Nominees who didn’t win - see last year’s example in the conference booklet or the google doc.

Email Steve Schneider/Bobbi Daul from Conference Committee to make sure MTP/CC and any other sponsor get a sectional to present at the conference (Free! They get an exhibitor booth for Free too, just make sure they write Comp on top of the exhibitor form because they’re a sponsor).

**January:**

Attend WSCA Board meeting (most likely in Madison)

Contact the scholarship and professional recognition award winners (ASAP) and prepare for February conference. RSVP form via email – ask professional recognition nominators if it should be a surprise for their winner

Send e-mail to all non-winners.

Order plaques and let conference committee (Steve Schneider) know how many award winners will be present at conference so they may be recognized with a corsage - He will order them through Hillary.

Give MDS the names and guest lists of all winners to have name tags created for the Conference (google doc that is passed on to you)

**February:**

Confirm guests, award and scholarship winners, parents, and counselors who will be coming to the brunch and/or the opening session…get this number to the conference committee and MDS.

Prepare and present awards at conference via powerpoint.

o First Day: deliver powerpoint with all Honorable Mention Nominees and professional recognition award winners’ information (10 mins). Announce winners, for each category as President hands their award to them.

o Second Day: have essay highlights by award winning high school students and professional goals written by award winning graduate students in powerpoint to deliver at brunch (10 mins – have places for Career Cruising and Method Test Prep at your table). Recognize Counselor or whoever has come with the HS and Grad Student winners.

-Announce winners for each award as President and CC/MTP representatives hand their award to them

-Professional Development committee will do their own presentation on SPARC-W-used to work with us on booklets to be put on tables

**Conference Responsibilities**

o Get materials for winners from WSCA office

o Meet and greet winners on the days they are to receive their awards.

o Present awards

o Get WSCA Public Relations person (or have them get someone) to take pictures of award winners after opening session/brunch both days

o Submit receipts for reimbursement to Treasurer before leaving

o Have Treasurer cut/send checks to Graduate Scholarship Winners before leaving WSCA.

**March**

Write blurb for the Spring e-Blast and WSCA Website to have Scholarship and Professional Recognition winners announced with pictures.

Send email to High School Scholarship Winners indicating the process for receiving their scholarship money.

Submit next years’ budget request.
Wait for info from WSCA President or ASCA rep to send to Counselor of the Year winners in case they now want to enter into the National Competition through ASCA (Jill Cook has been the ASCA rep for this).

**April**

Attend WSCA Board Meeting (probably held in Wausau)

**June/July**

Write another letter to high school students reminding them to submit appropriate documentation to receive check for tuition.

Review and reflect on past year. Work on goals for next year.

Send scholarship money to the school of choice for high school winners (through MDS)