

# **SCECA District Officers' Manual**

*South Carolina Early Childhood Association*

Developed in May, 2012

Amended in April, 2016, May, 2017, May, 2018, May 2019,  
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## District Officers Information

Districts need to have at least 4 officers elected by their membership. Effective, April 1, 2013, the term of office begins on April 1 of the year elected. SCECA suggests that each district have a President, Vice President, Secretary, and Treasurer. The district may decide to have more officers. If your district adds more officers, please add their names and information to the District Officers Information Form found on Page 9 and send to the Executive Director and President.

## District Officers' Term of Service

Each officer will serve one term of service for a period of one year, unless re-elected by their membership. The District President can serve no more than two consecutive terms.

- If a district does not elect a new President, the members of the Executive Board will appoint an Interim President from either the present Board or from previous Boards. The Interim President will serve until a new President can be elected.
- In the event of a vacancy for treasurer, the State Treasurer will act as Treasurer until a new treasurer can be elected.
- It is recommended that no more than one (1) person can serve from the same family, school, or center at the same time.
- Executive Board members will conduct District Elections during the District Reflections meeting. Executive Board members cannot conduct the election in their home district.

## Districts for SCECA

Membership in SCECA is aligned with the following counties:

District 1	District 2	District 3	District 4	District 5	District 6	District 7
Beaufort	Darlington	Chester	Cherokee	Abbeville	Aiken	Calhoun
Berkeley	Dillon	Chesterfield	Laurens	Anderson	Allendale	Clarendon
Charleston	Florence	Fairfield	Newberry	Greenville	Bamberg	Lexington
Colleton	Georgetown	Kershaw	Spartanburg	Greenwood	Barnwell	Orangeburg
Dorchester	Horry	Lancaster	Union	Oconee	Edgefield	Richland
Hampton	Lee	York		Pickens	McCormick	Sumter
Jasper	Marion				Saluda	
	Marlboro					
	Williamsburg					
	Lee					

## Job Description of a District President

The president of each of the seven SCECA districts will serve as a voting member on the SCECA State Board of Directors. The District President serves as the official representative from their respective districts to the State Board during their term as District President.

Term: April 1—March 31

Duties:

- To serve as a voting, active, contributing member of the SCECA Board of Directors, serving on State President appointed commissions and assisting in any way to carry out the programs of the association.
- To attend every SCECA State Board meeting. The SCECA Board meets quarterly and during the annual conference. If you cannot attend, you should ask one of your district board members to go in your place and to report back to the district. The person who takes your place will have voting rights at the State BOD meeting.
- District Presidents meet with the State President on Friday nights from 6:30—7:30 PM.
- Bring two copies of your District President's report (See Page 8) to share with the group. One copy goes to the President, and one to the Secretary. Include what activities have occurred since the last meeting and what activities are planned for the next quarter.
- Email a copy of the District President's report to the Executive Director who is the editor of the SCOPE newsletter prior to the Board meeting. Reports are used to prepare the newsletter for printing promptly after the quarterly meetings. Send to [ed4sceca@gmail.com](mailto:ed4sceca@gmail.com).
- To communicate the interests and concerns of the district membership to the SCECA State Board of Directors.
- To communicate the viewpoint of the State Board of Directors to the district membership through the respective district boards.
- To attend and actively participate in the annual SCECA Conferences.
- To read and become familiar with SCECA Policies and Procedures, Constitution and By-Laws, minutes from the previous year and any other necessary reports as specified and provided by the SCECA President and the State Board of Directors.
- To represent SCECA as requested by the SCECA President and the State Board of Directors.
- To provide, in a timely manner, written reports and/or articles for the SCOPE newsletter.
- To make sure that bank signature cards from the Treasurer are returned to the Executive Director and to keep accurate records related to the Board of Directors and deliver to his/her successor in office all official records within 30 days of completion of service.
- To participate with the District Treasurer and an appointed member to conduct a self-audit of the District accounting by the end of the fiscal year. The District treasurer will complete the Quarterly Accounting Form and the President needs to bring this form to the SCECA State Board meetings for to the Executive Director and the State Treasurer or email it to the Executive Director ([ed4sceca@gmail.com](mailto:ed4sceca@gmail.com)) prior to the meeting.
- To prepare a list of district officers and their contact information. Give to the Executive Director as soon after taking office as possible. Use the District Officers Information Form found on Page 9 in the back of the notebook.
- To provide to the SCECA President the current slate of district officers within two weeks of taking office.
- To confirm dates of local meetings with SCECA President so as not to conflict with State BOD Meetings.
- To provide a nominee for the Outstanding District Member Award by the October 25<sup>th</sup> deadline. Submit to Executive Director.
- Prepare the Membership Grant application and Membership Grant Disbursement Report forms with the Past President and Treasurer. See Pages 10-11 for the forms.
- To secure items for SCECA Silent Auction and the SECA DIV-DEV Silent Auction. All items need to be brought to either the October meeting or the SCECA Conference. The SECA Representative will collect DIV-DEV items.
- All mileage expenses to SCECA pre-scheduled meetings will be paid by SCECA. SCECA will pay for one half of the room rate for the meeting. If you choose a private room, you must pay for the other half at the meeting. Other official SCECA business expenses will be paid with prior Board approval.

## Job Description of a District Vice President

The Vice President will be a voting member of the District Board and will act in the capacity of the President if and when needed.

Term: April 1—March 31

Duties:

- To assist the President and represent the district when requested by the President.
- To become familiar with the business of the district and the SCECA association through the Policies and Procedures Manual and the By-laws and Constitution.
- To become a member of the Student Groups' Committee. It will meet on Saturdays at 8:30-9:30am when there is a State Board meeting.
- To preside over a district meeting or attend a state meeting in the absence of the President.
- To assist in any activity at the direction of the President.
- To assist the President and Treasurer in completing the Membership Grant Form and Membership Grant Disbursement Form each year. Forms found on Page 10-11.
- To fill the unexpired term of the President if a vacancy occurs.

## Job Description of a District Secretary

The District Secretary will be responsible for maintaining a complete record of all district meetings and activities throughout the year.

Term: April 1—March 31 for two years

Duties:

- To take and keep a correct and true record of all meetings of the district and/or the District Board of Directors.
- To use the District Meeting Form Agenda (found on Page 12 for each meeting).
- To email edited copies of the appropriate minutes to members of the District Board of Directors, within two (2) weeks of the previous board meeting, including copies of all handouts and attachments.
- Keep an up-to-date roster of all District Board of Directors.
- To prepare a true copy of all District and District Board of Directors official minutes and be prepared to give to the new secretary by April 1st of each year.

## Job Description of a District Treasurer

The treasurer will be the official person in charge of the funds that belong to the district. SCECA plans to have each treasurer bonded.

Term: April 1—March 31 for two years

Duties:

- Be in charge of the district checking and/or savings accounts for the district. The SCECA State Treasurer and the SCECA Executive Director will also be signatories on all district accounts (checking and/or savings).
- Be insured each year in the amount of at least \$10,000. Cost of Officers and Board of Directors Liability Insurance will be paid from SCECA funds.
- Help the District President complete the Membership Grant Disbursement Form (found on page 10) for the previous year's expenses for workshops, trainings, etc.
- Write checks for district activities at the direction of the President. A completed Reimbursement form and receipts must be presented before a check is written.
- Per SCECA Policy, no more than \$300.00 can be spent on District Officers to attend the SCECA Conference. The remainder of the Membership Grant should be used for trainings, snacks (NOT MEALS), awards, training supplies, etc.
- Keep accurate records of each transaction using the Quarterly Audit Form found on page 14. Keep copies of purchase orders, bills, and receipts for which checks are written. Either send this form to the State Treasurer one week prior to

- the SCECA Board of Directors' meeting or give to the District President to deliver to the State Treasurer.
- Reimburse officers once the District Reimbursement Form is submitted with the receipts attached. (See Page 13)
- Balance the bank statement each month.
- Prior to the end of the fiscal year (March 31st), the District Treasurer, District President and another district member need to complete a self-audit for the previous year checking the quarterly audits. At the conclusion of the end of the year audit, the group will complete the End of the Year Accounting Form (found on Page 15). Send the Year-end Form to the Executive Director before the end of April.
- Be prepared to turn over all records to the new District Treasurer within 30 days of the end of your term of office.

## Planning District Meetings and Events

1. The State Board meetings are usually held in April/May, late August/early September, mid to late October, and late March. During the SCECA annual conference held in late January or early February, SCECA holds its annual business meeting usually on Saturday morning. These meetings are important to attend to help conduct the business of the organization. If you are unable to attend, please send a representative in your place and let the State President know two weeks prior to the meeting.
2. Each district should schedule at least four meetings per year. Be careful to NOT schedule any district meetings or trainings when the state meetings are planned. Many districts plan meetings each month. The place and format are up to the local President and board. The Past President will mentor the new President. Any member of the Executive Board can also be consulted at any time with questions or problems that need attention.
3. The President will work with their local district board to plan meetings, workshops and events for their district membership. SC Endeavors, formerly the Center for Child Care and Career Development (CCCCD) in Greenville has a packet of information on how to plan workshops. The guidelines to give credit to the attendees of the workshops are included in their packet. For additional information, go to their website at [www.scendeavors.net](http://www.scendeavors.net).
4. Opportunities to meet with other District Presidents to network after the District Presidents' Meeting at the quarterly State Board meetings are important to help establish communication and collaboration between districts. Partnering with adjacent districts or other state or county agencies which support early childhood education is encouraged.
5. The Outreach Commission on the state level can also help with planning workshops on the local level.

## District President Responsibilities for Awards and Scholarships

SCECA has numerous awards, grants and scholarships available to its members and it is your responsibility to let your district members know of these opportunities and to encourage them to apply for them. All awards, scholarships, and grants are awarded at the annual conference each year.

### I. Grants and Awards for the Districts

A. Each year, SCECA awards each district a Membership Grant in the amount of \$1000 which can be used for membership services and trainings/workshops.

1. The President must also submit a Membership Grant Disbursement Report at the May Board meeting. You should work with the previous President to complete this report. This report is mandatory and must be completed prior to applying for a new District Membership Grant. The district checking account must have less than \$2500 to receive this grant.
2. The District President must submit the grant application for the Membership Grant by December 31<sup>st</sup> to the Executive Director. See Page 11 for the SCECA Membership Grant. Two copies of the grant application are needed: one for the Executive Director and one for the Awards Chairperson.

B. The District President must present the name of one person from their district for the Outstanding District Member Award by October 25th. This information goes to the Executive Director who will send it to the Awards Chairperson. See Page 36 for the Outstanding District Member Award form.

## II. Scholarships and Grants

- A. Mentoring Award— any member of SCECA can nominate a person who has a history of mentoring others in the field of early childhood education. (See Page 18)
- B. SCECA Education Scholarship— \$500 award to be used towards furthering your early childhood education credentials. (See Page 19-20)
- C. SCECA Conference Scholarship—\$250 to help pay registration, membership, and travel expenses to attend a SCECA Conference for the first time. (See Page 22)
- D. SCECA Attendance Scholarship—\$300 to pay registration, membership and travel expenses to attend a SCECA conference. (See Page 21)
- E. Student Group Travel Grant—\$400 is given to two student groups to help pay expenses to attend a SCECA conference. (See Page 25-26)
- F. SCECA Early Childhood Grants—\$1000 grants are given to individuals or schools or centers to order materials to be used in their center or school. (See Page 27-30)
- G. Kevin Swick Family & School-Community Partnership Award— to support early childhood programs in their local work to engage in partnerships with their families and the schools-communities that they serve. The award will consist of a check for \$250 and a framed certificate. (See Page 16-17).

## III. Honorary Awards

These honorary awards are named after Early Childhood Professionals from South Carolina. All award winners will be given a special award chosen by the Awards Committee. Some awards include money and are listed beside the awards.

A. Rhonda Corley Friend of Children Award- This award is to be given annually to an outstanding South Carolinian who is a strong advocate for the needs of South Carolina's children. The recipient does not have to be a member of SCECA to receive the award. See Page 31.

B. Rosemary Althouse Higher Educator Award— This award is to be given annually and will recognize outstanding research, service, or teaching in higher education related to Early Childhood Education and Developmentally Appropriate Practice. The recipient does not need to be a member of SCECA to receive the award. See Page 32.

C. Jeanne Greene Administrator Award—This award is given annually to an outstanding person who serves in an administrative position who works for the needs of South Carolina's children. The recipient must be a current member of SCECA and work with public, private or church related centers. See Page 33.

D. Sandra Ground Educator Award—This award is given annually to an outstanding educator (childcare worker, teacher, teacher assistant, etc.) who works with children in South Carolina. The recipient must be a current member of SCECA. See Page 34.

E. Noelle Patrick McNerney Student of the Year Award— Automatic membership for the next year. This award is given annually to a deserving student of Early Childhood Education. The recipient does not have to be a member of SCECA to receive the award. See Page 35.

F. Outstanding District Member Award- This honorary award is given annually to a person who has contributed to the district. See Page 36.

### **District President Responsibilities at the Conference**

1. Your district will be asked to sign up to help at the Registration or other areas during the conference.
2. The President will carry the District flag at the opening ceremony of the conference.
3. Your district will be expected to contribute at least two items for the Silent Auction at the SCECA Conference and the SECA Conference.
4. You will be expected to be a presenter at the conference and encourage others in your district to present.

### **District President Responsibilities for State Nominations**

Each year, SCECA elects officers to the State Board of Directors. Nominations are due to the Executive Director prior to the first fall meeting (August). Each District President can submit nominations for each office. Nominations must be submitted in narrative form.

- Office elected each year: Vice President
- Offices elected in alternate years: Secretary or Treasurer since their positions service is for two year terms.
- Office selected every three years: SECA Representative (SECA Representative can serve two consecutive terms. Only persons who have served as a President of SCECA are eligible to be elected to serve as SECA Representative.



## District President's Report

**President** [Click here to enter text.](#)

**District:** [Click here to enter text.](#)

**Date:** [Click here to enter text.](#)

**Regular meetings are held: When?** [Click here to enter text.](#) **Where?** [Click here to enter text.](#)

**1. What activities has your group completed or hosted since our last meeting?**

[Click here to enter text.](#)

**2. What activities have you planned for the next 3 months? (Include specifics and dates)**

[Click here to enter text.](#)

**3. How can the SCECA Board help you or your District?**

[Click here to enter text.](#)

**4. Any concerns you feel we should address as a SCECA Board?**

[Click here to enter text.](#)



## District Officers Information Form

Districts need to have at least 4 officers elected by their membership. Term begins on April 1 of the year elected. You may have more officers than the four listed.

**District** [Click here to enter text.](#)

**President** [Click here to enter text.](#)

**Address** [Click here to enter text.](#)

**Email** [Click here to enter text.](#) **Cell Phone** [Click here to enter text.](#)

**Vice President** [Click here to enter text.](#)

**Address** [Click here to enter text.](#)

**Email** [Click here to enter text.](#) **Cell Phone** [Click here to enter text.](#)

**Secretary** [Click here to enter text.](#)

**Address** [Click here to enter text.](#)

**Email** [Click here to enter text.](#) **Cell Phone** [Click here to enter text.](#)

**Treasurer** [Click here to enter text.](#)

**Address** [Click here to enter text.](#)

**Email** [Click here to enter text.](#) **Cell Phone** [Click here to enter text.](#)

## Disbursement Report for SCECA Membership Grant

District: [Click here to enter text.](#)

Past President: [Click here to enter text.](#)

President: [Click here to enter text.](#)

1. Our district received a \$1000 Membership Grant at the SCECA Conference on [Click here to enter text.](#) (date).

2. The monies were used for: (list how the monies were used and how much each event cost)

A. [Click here to enter text.](#)

B. [Click here to enter text.](#)

C. [Click here to enter text.](#)

D. [Click here to enter text.](#)

3. We spent \$ [Click here to enter text](#) of the grant and plan to apply the balance of \$ [Click here to enter text](#) on [Click here to enter text](#) prior to the conference.

Complete and mail to Becky Wardlaw, 1782 Platt Blvd., Myrtle Beach, SC 29575  
by the SCECA Board meeting in May.

## District Membership Grant Application

District: [Click here to enter text.](#)

District President: [Click here to enter text.](#)

District [Click here to enter text.](#) is applying for the District Membership Grant of \$1000 to be awarded at the next SCECA Conference. We have completed the Disbursement Form for the previous Membership Grant. A new grant will not be considered if the Disbursement form is not completed.

A district may apply for a District Membership Grant if the district checking account balance does not exceed \$2,500.00 at the end of December. The deadline to apply is December 31. Email the application to the Executive Director at [ed4sceca@gmail.com](mailto:ed4sceca@gmail.com) by midnight on December 31<sup>st</sup>.

List the district plans for the Membership Grant monies. Be specific as to amounts you plan to spend of each activity or training.

Email application to Becky Wardlaw at [ed4sceca@gmail.com](mailto:ed4sceca@gmail.com) by midnight on December 31<sup>st</sup>.

## District Meeting Agenda

**Date:** [Click here to enter text.](#)

**Members Present:** [Click here to enter text.](#)

### Agenda:

1. **Welcome by the President** [Click here to enter text.](#)

2. **Reading of the previous meeting's minutes by the Secretary** [Click here to enter text.](#)

3. **Financial Report by the Treasurer** [Click here to enter text.](#)

4. **President's Report** [Click here to enter text.](#)

5. **Old Business:** [Click here to enter text.](#)

6. **New Business:** [Click here to enter text.](#)

7 **Speaker or program:** [Click here to enter text.](#)

8. **Adjournment:** [Click here to enter text.](#)

**Submitted by:** [Click here to enter text,](#) Secretary

## SCECA DISTRICT \_\_\_\_\_ REIMBURSEMENT FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Cell #: \_\_\_\_\_

Office Held: \_\_\_\_\_

Reimbursement is for:

Round trip Mileage: \_\_\_\_\_

Supplies: \_\_\_\_\_

Food/Snacks: \_\_\_\_\_

Other: \_\_\_\_\_

Total reimbursement: \_\_\_\_\_

Signed: \_\_\_\_\_

For Treasurer's Use:

Check # \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date issued: \_\_\_\_\_

Receipts attached: \_\_\_\_\_

## District \_\_\_\_\_

Beginning Balance \_\_\_\_\_

Date	Check #	Amount	To:	For:	Receipt?	Deposit	Balance
Submitted by: _____					Date: _____		

## End of the Year District Treasurer's Report

District: [Click here to enter text.](#) For the Year Ending on March 31, [Click here to enter text.](#)

Beginning Cash Balance: [Click here to enter text.](#)

Income: [Click here to enter text.](#)

Membership prorated from SCECA: [Click here to enter text.](#)

Workshop/Conference/Training Income: [Click here to enter text.](#)

District Membership Grant: [Click here to enter text.](#)

Other Income: [Click here to enter text.](#)

Interest Income: [Click here to enter text.](#)

Expenses: [Click here to enter text.](#)

Professional Speaker Fees: [Click here to enter text.](#)

Advertising/ Mailings: [Click here to enter text.](#)

Office Supplies/Expenses: [Click here to enter text.](#)

Travel: [Click here to enter text.](#)

SCECA Conference travel for Officers: [Click here to enter text.](#)

Snacks & Drinks for Meetings: [Click here to enter text.](#)

Awards given: [Click here to enter text.](#)

Bank fees: [Click here to enter text.](#)

Other expenses: [Click here to enter text.](#)

Ending Cash Balance: [Click here to enter text.](#)

Submit a copy of your bank statement dated March 31.

Information submitted by [Click here to enter text.](#)

Date submitted: [Click here to enter text.](#)

## KEVIN SWICK FAMILY & SCHOOL-COMMUNITY PARTNERSHIP AWARD

### **Summary:**

This award is established to support early childhood programs in their local work to engage in partnerships with their families and the schools-communities that they serve.

### **Who was Dr. Kevin Swick?**

Kevin J. Swick was a Professor of Early Childhood Education in the Department of Instruction and Teacher Education at the University of South Carolina - Columbia. Dr. Swick was a true pioneer in the early childhood field, leading the field in examining our relationships with families from all walks of life. He worked extensively in researching family/school-community partnerships, supporting diverse families and service learning. Dr. Swick published over 100 journal articles and wrote over 25 books. He was active in early childhood professional groups, presided as President of the South Carolina Early Childhood Association from 1981-1982, as President of the Southern Early Childhood Association from 1985-1986, and worked with parent and family programs throughout the United States. He received his Ph.D. in 1970 from the University of Connecticut.

### **Purpose of the Grant:**

To honor the memory of Dr. Kevin Swick and his lifelong work in the field of family/school-community partnerships. Dr. Swick spent his career helping educators design and support family engagement programs at the local level. This award would recognize early childhood programs which demonstrate exemplary family and community partnerships. The award funds can be used to support ongoing or innovative practices in this area.

### **Eligibility Criteria:**

Any early care and education program/practitioner that demonstrates exemplary work with families and communities of young children is eligible to apply.

The program/practitioner must meet the following criteria:

- Program/practitioner serving children/families from birth – 8 years old
- Legally operating
- Demonstrate family engagement strategies
- Demonstrate community partnerships

The Awards Committee will select the recipient of the award based on a rubric. The deadline for applying will be **October 25**. The award will consist of a check for \$250 and a framed certificate.



## Nomination Form

### KEVIN SWICK FAMILY & SCHOOL-COMMUNITY PARTNERSHIP AWARD

This award is to be given annually to honor the memory of Dr. Kevin Swick and his lifelong work in the field of family/school-community partnerships. Dr. Swick spent his career helping educators design and support family engagement programs at the local level. This award would recognize early childhood individuals or programs, which demonstrate exemplary family and community partnerships. The award funds can be used to support ongoing or innovative practices in this area. The recipient **does not** need to be a member of SCECA to receive the award.

Please submit a one-page narrative about the nominee and include the following:

1. Description of the work the program/practitioner has done with families and school-communities of young children.
2. Reasons why this program/practitioner is deserving of this honor.

Name of Program/Practitioner Being Nominated: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.

Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

## NOMINATION FORM

### SCECA MENTORING AWARD

The SCECA Mentoring Scholarship is open to a deserving current member of SCECA. The SCECA Mentoring Award is given annually to an active SCECA member who best exemplifies the ideal image of a mentor. The award may be given to an individual who has established a record of consistent outreach to individuals in the early childhood field, including early childhood professionals and students, over a number of years. The nominee should have a history of mentoring early childhood students and or educators who have chosen to join and become active SCECA members.

Name of Nominee: Click here to enter text .

Home Address: Click here to enter text.

City, State Zip: Click here to enter text.

Personal email address: Click here to enter text.

Present Position: Click here to enter text.

Cell Phone: Click here to enter text.

Information submitted by: Click here to enter text.

Address: Click here to enter text.

City, State Zip: Click here to enter text.

Cell Phone: Click here to enter text.

Please submit a one-page narrative about the nominee and include the following:

1. Leadership Roles in SCECA
2. Professional experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of the Mentoring Award.

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

## SCECA Education Scholarship

**Purpose of scholarship:** The SCECA Educational Scholarship is open to a deserving current member of SCECA. Scholarship applicant must be an individual who provides for the welfare and education of young children in South Carolina.

NOTE: *Any current member of the SCECA Board of Directors is not eligible for this award.*

**Eligibility:** intended for an undergraduate seeking either: an Associate Degree, CDA, Child Development Diploma, ABC Credentials, or Bachelor's Degree.

**Criteria:** The SCECA Education Scholarship, in the amount of \$500.00, will be given in your name at the college or university that you attend and can be used to aid in tuition or purchasing of books and/or supplies for coursework .

The following information must be provided for consideration of the scholarship:

1. Completed application form.
2. Proof of enrollment in an accredited college, university, of technical school. **(10 points)**
3. Proof of membership in SCECA or SECA (Current membership card) **(10 points)**
4. Recommendation from an Administrator, immediate supervisor or college professor on school letterhead. **(20 points)**
5. Address and contact person of institution currently enrolled. **(10 points)**
6. Statement of goals and/or reasons for pursuing this level of education (limit this response to one page). **(50 points)**

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.

Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

Or you can send via email to Becky at [ed4sceca@gmail.com](mailto:ed4sceca@gmail.com)

Application Form  
SCECA Education Scholarship

Name: Click here to enter text

Home Address: Click here to enter text..

Phone: Home #Click here to enter text..

Cell # Click here to enter text..

Personal email address: Click here to enter text..

Center/School: Click here to enter text..

School Address: Click here to enter text

City, State Zip: Click here to enter text.

Cell # Click here to enter text..

Grade(s) Taught: Click here to enter text.

Subject(s): Click here to enter text.

Total Years Experience as Classroom Teacher: Click here to enter text.

Principal/Administrator: Click here to enter text..

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

## SCECA ATTENDANCE SCHOLARSHIP FORM

The SCECA Attendance Scholarship is awarded to a current SCECA member who needs help with finances to attend the SCECA Conference. The award is a check for \$300.00 to help pay for registration and hotel costs. The award will be given at the conference.

- ❖ ***Any current member of the SCECA Board of Directors is not eligible for this award.***
- ❖ ***You are disqualified if you receive an ABC or First Steps Scholarship to attend the conference. Please notify the Executive Director if you receive a scholarship.***

Name of Nominee: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Present Position: [Click here to enter text..](#)

Cell Phone: [Click here to enter text..](#)

Nomination Submitted by: [Click here to enter text..](#)

Home Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text..](#)

Submit a short narrative about why this person is deserving of the award.

Please sign and give your position and relationship to the nominee.

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

## SCECA CONFERENCE SCHOLARSHIP FORM

*"First Time Attendee "*

The SCECA Conference Scholarship is awarded to a current SCECA member who is attending the SCECA Conference for the first time. The award is a check for \$250.00 to help pay for registration and hotel costs. The award will be given at the conference.

❖ ***You are disqualified if you receive an ABC or First Steps Scholarship to attend the conference. Please notify the Executive Director if you receive a scholarship.***

Name of Nominee: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Nomination Submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Submit a short narrative about this first time attendee and why this person is deserving of the award. Please sign and give your position and relationship to the nominee.

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 11133 Camellia Drive N., Surfside Beach, SC 29575.

## SCECA Student Group Start-Up Grant

### **Purpose of the Grant:**

The SCECA Student Group Start Up Grant is open to Early Childhood Advisors who want to establish a professional membership group affiliated with the South Carolina Early Childhood Association on their high school or two/four year college/university campus. SCECA's Student Group Chairperson will assist the Student Advisor with the steps to establish a new group and supply a SCECA Student Group Constitution.

### **Eligibility:**

- The high school or college affiliate who will be the Student Group Advisor must be a current member of SCECA and teach at a high school or college/university in SC.
- The grant is for a new student group organization. If a group had a SCECA affiliated student group and it has been inactive for a period of at least three years, the Student Group Advisor may apply for the grant to activate the student group again.
- The Student Advisor submits the grant application.
- The Student Advisor further agrees to write an article for the SCOPE newsletter about how the grant was helpful in starting the student group from your school to encourage other high school or colleges/universities to consider starting a student group.
- SCECA may award up to two start-Up Grants each year.

### **Criteria:**

This grant in the amount of \$250.00 can be used to facilitate the organization of a student group on a high school or college/university campus in SC. The grant money may be used as follows:

- Up to \$100 can be used to pay for the officers' membership in SCECA.
- The balance of the grant money may be used to for programs, speakers or to send officers to the SCECA Conference.

The following information must be submitted along with this application:

- Completed application form by the Student Advisor
- Description of proposal (no more than one page stating the goals and/or plans for the establishment of an active Student Group)

### **Deadline:**

The deadline for applying will be **October 25th**. The grant will be a check to the Student Group in the amount of \$250.

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

**Application Form**  
**SCECA STUDENT GROUP START-UP GRANT**

**Name of the Student Group/School:** [Click here to enter text.](#)

**Address of the Student Group's school:** [Click here to enter text.](#)

**Phone number of Student Group Advisor:** [Click here to enter text.](#)

**Name of all student members of the group applying for the grant:**

[Click here to enter text.](#)

**Submitted by:** [Click here to enter text.](#)

**Address:** [Click here to enter text..](#)

**Cell Phone:** [Click here to enter text.](#)

**Personal email address:** [Click here to enter text.](#)

**Student Group Advisor Signature:** [Click here to enter text.](#)

**Please attach the short narrative about why your group would like to attend the conference and the brief explanation/break-down of how the monies will be spent with this application.**

**Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.**

**Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.**



## SCECA STUDENT GROUP TRAVEL GRANT

This award is available to all current student group members of the South Carolina Early Childhood Association (SCECA) who are interested in attending the SCECA Conference. Three awards are available in the amount of \$400 each and are to be used for conference expenses only. These expenses include: conference registration, accommodations, mileage and food. All members of the group applying must be current student members of SCECA. SCECA can award up to two grants each year.

Application requirements include:

- A short narrative as the why your group would like to attend the conference
- A brief explanation/breakdown of how the monies will be spent
- Application must be signed by the Student Group Advisor and the advisor must attend with the conference with the students.

Please note that the recipients of the grant will be required to write a short summary of their experience to be published in the next edition of SCOPE, the SCECA newsletter, following their attendance at the conference. Deadline for submitting the article is 30 days after the conference.

## Application Form

### SCECA STUDENT GROUP TRAVEL GRANT

Name of the Student Group/School: [Click here to enter text.](#)

Address of the Student Group's school: [Click here to enter text.](#)

Phone number of Student Group Advisor: [Click here to enter text.](#)

Name of all student members of the group applying for the grant:

[Click here to enter text.](#)

Submitted by: [Click here to enter text.](#)

Address: [Click here to enter text..](#)

Cell Phone: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Student Group Advisor Signature: [Click here to enter text.](#)

Application needs to include:

- A short narrative as to why your group would like to attend the conference
- A brief explanation/breakdown of how the monies will be spent
- Application must be signed by the Student Group Advisor and the advisor must attend with the conference with the students.

Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

## SCECA Early Childhood Grant

In 2014, SCECA combined the Center Materials Grants and Teacher Grants into new SCECA Early Childhood Grants. In 2018, the Executive Board approved funding for **SIX** \$1000 grants. These grants will be awarded at the SCECA Conference.

Deadline is October 25<sup>th</sup>. All applications must be **received** by Becky Wardlaw, SCECA Executive Director, 1133 Camellia Drive N., Surfside Beach, SC 29575. All applications that are received after October 25<sup>th</sup> will not be considered.

### ***Who is eligible?***

All members of SCECA are eligible to apply for the Early Childhood Grant. A person can apply individually or collectively for a center or classroom. Where you work or what your job is will not affect who can apply. All applicants will be considered equally. A member can only be awarded the grant once in a 5 year period.

**No member of the SCECA Board of Directors is eligible to apply for the Early Childhood Grant.**

### ***Application Process:***

The application will consist of three parts:

1. The information page: This page will be the only one with your personal information on it. The Awards Committee will not include it when the applications are sent for the blind reading.
  - A. If applying individually please include your personal home address, phone number and email address so that the committee chairperson can notify you after the grant winners are decided.
  - B. If applying on behalf of your center or classroom, please include the center or school address. Your immediate supervisor (director or principal) must have knowledge of the application and sign on the line provided.
2. The order page: This is the section where you do the research and give us your order. You must list what you plan to order if you are chosen for the grant, the company to order from and the expected cost of your order. Please be sure to include 7 % tax and shipping. There is no restriction in what can be ordered as part of the grant. The only limitation is the amount cannot exceed \$1000. If your order exceeds the \$1000 limit, you will be responsible for the overage amount and the difference must be paid before the order is completed.
3. The narrative page: This is your chance to let the readers understand why you are applying, what you are applying for and how you plan to use what you order. This section should not exceed one page typed.

***Please send one copy of the personal information page, one copy of the order page(s) and three copies of the narrative. Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575. Must be received by October 25<sup>th</sup>.***

All applicants will be notified by December 1st either by phone call or email of the results. Six applicants will be awarded \$1000 grants. You must attend the annual conference to be recognized and attend the special session for grant winners on Saturday during the annual conference. The Executive Director will conduct a 1 hour session on Saturday to finalize the ordering process prior to placing the orders. SCECA hopes that the orders will be delivered within a few weeks of the close of the conference.

Any questions can be directed to Becky Wardlaw, SCECA Executive Director at [ed4sceca@gmail.com](mailto:ed4sceca@gmail.com) or by calling 803-960-0323.

**Personal Information:**

This information is for the applicant.

Name: Click here to enter text.

Home Address: Click here to enter text.

Cell phone number: Click here to enter text.

Personal email address: Click here to enter text.

Place of employment: Click here to enter text.

Present position or job: Click here to enter text.

Center/School Address: Click here to enter text.

Center/School Phone number: Click here to enter text.

Other applicants if this is a group application: Please list names and phone contact information only.  
Please continue on the back of this page if necessary.

Name: Click here to enter text.

Cell Phone number: Click here to enter text.

Name: Click here to enter text.

Cell Phone number: Click here to enter text.

Name: Click here to enter text.

Cell Phone number: Click here to enter text.

*If applying for your center or school, the signature of your supervisor  
(Director or Principal) is required:*

Signature: \_\_\_\_\_

## Ordering Information:

Please list what you would like to purchase with the \$1000 grant.

Be specific with the company, item or ordering number and the item(s) cost.

Be sure to include 7 % sales tax and shipping costs.

You may use the form(s) below or submit order forms from the company(s) you want to order from.

Be aware that prices may change and adjustments may need to be made if you are a grant winner.

Company: Click here to enter text.

Address: Click here to enter text.

City, State Zip: Click here to enter text.

Item #	Description	Cost per unit	Total cost
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Company: Click here to enter text.

Address: Click here to enter text.

City, State Zip: Click here to enter text.

Item #	Description	Cost per unit	Total cost
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

### Narrative:

Please type your reason for applying for this grant, what you would like to purchase with this grant and how you plan to use this purchase. ***Do not identify yourself or your place of work in this narrative.***

[Click here to enter text.](#)

**NOMINATION FORM**  
**RHONDA CORLEY FRIEND OF CHILDREN AWARD**

This award is to be given annually to an outstanding South Carolinian who is a strong advocate for the needs of South Carolina's children. The recipient does not have to be a member of SCECA to receive the award.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Professional experience in the field of Early Childhood or related field
2. Recognition – Honors
3. Education
4. Other professional and civic affiliations
5. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached.  
Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

**NOMINATION FORM**  
**ROSEMARY ALTHOUSE HIGHER EDUCATION AWARD**

This award is to be given annually and will recognize outstanding research, service, or teaching in higher education related to Early Childhood Education and Developmentally Appropriate Practice. The recipient does not need to be a member of SCECA to receive the award.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Professional experience in the field of Early Childhood at the Higher Education level
2. Recognition – Honors
3. Education
4. Other professional and civic affiliations
5. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached.  
Applications must be received no later than Oct. 25<sup>th</sup> for the Conference Awards.  
Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.



## NOMINATION FORM

### JEANNE GREENE ADMINISTRATOR AWARD

This award is given annually to an outstanding person who serves in an administrative position who works for the needs of South Carolina's children. The recipient must be a current member of SCECA and work with public, private or church related centers or schools.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Leadership Roles in SCECA
2. Professional experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached. All information must be received no later than October 25<sup>th</sup>. Mail to: Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

**NOMINATION FORM**  
**SAUNDRA GROUND EARLY CHILDHOOD EDUCATOR AWARD**

This award is given annually to an outstanding educator (childcare worker, teacher, teacher assistant, etc.) who works with children in South Carolina. The recipient must be a current member of SCECA.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Must be a SCECA member
2. Experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached. All information must be received no later than October 25<sup>th</sup>. Mail to: Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

# NOMINATION FORM

## NOELLE PATRICK McINERNEY STUDENT AWARD

This award is given annually to a deserving student of Early Childhood Education. The recipient does not have to be a member of SCECA to receive the award. One year's membership is included in this award.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. School attending
2. Experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached. All information must be received no later than October 25<sup>th</sup>. Mail to: Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575.

## Outstanding District Member Award

District: \_\_\_\_\_ President \_\_\_\_\_ .

❖ ***The recipient may only receive the award once every five years.***

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

For the Outstanding District Member Award, give a short bio of why this person is deserving of this award. List his/her positions held in the district and how he/she has contributed to the district. Use the back of this sheet if necessary.

[Click here to enter text.](#)

Signature of District President: [Click here to enter text.](#)

Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575 by Oct. 25<sup>th</sup>.