



# PENNSYLVANIA HEAD START ASSOCIATION

PARENTS, STAFF, ADMINISTRATORS AND FRIENDS AFFILIATED FOR CHILDREN

Paula Margraf - PHSA Board President

Blair Hyatt - Executive Director

Date: January 18, 2018

To: All PHSA Program Directors  
All Family and Community Partnership Coordinators  
All Policy Council Chairpersons

From: Pennsylvania Head Start Association

Re: 2018 PHSA Scholarships and Awards

PHSA is now accepting nominations for the 2018 PHSA Head Start Alumni Scholarship, and the 2018 Francine Bunch Memorial Parent and Staff Awards. This announcement provides important information about both the Scholarship and the Awards, including the qualifications that nominees must exhibit and the necessary forms. Honorees will be recognized during the Closing Lunch of the annual PHSA conference on April 12, 2018 at the Seven Spring Mountain Resort in Seven Springs, PA. All nominations must be postmarked by **5:00 pm on Tuesday, February 27<sup>th</sup>, 2018**. Nominations can be mailed, faxed or emailed directly to:

**PHSA**  
**415 Market Street**  
**Suite 206A**  
**Harrisburg, PA 17110**  
**ATTENTION: Scholarships & Awards – Molly Martz**  
**Phone: 717-526-4646**  
**Fax: 717-237-2772**  
**Email: [molly@paheadstart.org](mailto:molly@paheadstart.org)**

Please feel free to contact the PHSA office with any questions or concerns.

Respectfully,

Pennsylvania Head Start Association



# PENNSYLVANIA HEAD START ASSOCIATION

PARENTS, STAFF, ADMINISTRATORS AND FRIENDS AFFILIATED FOR CHILDREN

Paula Margraf - PHSA Board President

Blair Hyatt - Executive Director

## PHSA Head Start Alumni Scholarship, High School Senior

The PHSA Head Start Alumni Scholarship winner will receive \$1,000 check to be used for their post -secondary education.

### Award specific criteria:

- The nominee must have attended Head Start/Early Head Start program for one or more years.
- The nominee must be scheduled to graduate from High School and submit proof of acceptance or enrollment in an institution of higher learning. These funds may be applied to the documented cost of tuition, and or books.

### Paper work:

1. The nominee must submit a nomination form from their Local Head Start program ( see attached form)
2. The nominee must submit two letters of reference from two people who know the nominee as a student (school personnel preferred), and as a member of or volunteer in the community. Judges will rate the overall effectiveness of the letters. Applications that do not include two references will not be considered for this award. (20 points)
3. Personal Statement: Nominees must provide a written personal statement that includes all 3 of the following elements. Points allotted for each element appear below:
  - a. Biographical Sketch: Key details about the nominee and his/her family, connection to Head Start and current educational environment. (20 points)
  - b. Special contributions: Describe activities contributed by the student to the local program or community as volunteer, (30 points)
  - c. Educational goals: The applicant should write a statement of personal goals no more than 200 words in length. (30 points)



# PENNSYLVANIA HEAD START ASSOCIATION

PARENTS, STAFF, ADMINISTRATORS AND FRIENDS AFFILIATED FOR CHILDREN

Paula Margraf - PHSA Board President

Blair Hyatt - Executive Director

## PHSA Head Start Alumni Scholarship Application Form

Nominee's Name \_\_\_\_\_

Nominee's Social Security# \_\_\_\_\_

Nominee's Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Institution of Higher Education the Nominee is enrolled in or has been accepted to:

\_\_\_\_\_

Field of Study \_\_\_\_\_

Name of Local Head Start Program \_\_\_\_\_

### Submission Checklist:

Please check to confirm that all required materials are attached and send to your local Head Start center:

\_\_\_\_\_ Completed application form

\_\_\_\_\_ Proof of acceptance or enrollment in an institution of higher learning

\_\_\_\_\_ Two (2) letters of reference

\_\_\_\_\_ Personal Statement (biographical sketch, special contributions and educational goals)

\_\_\_\_\_ Signature of Head Start Director/Policy Council

-----



# PENNSYLVANIA HEAD START ASSOCIATION

PARENTS, STAFF, ADMINISTRATORS AND FRIENDS AFFILIATED FOR CHILDREN

Paula Margraf - PHSA Board President

Blair Hyatt - Executive Director

## PHSA Head Start Alumni Scholarship Nomination Form

Head Start Program to complete and submit with Nominee's application:

Applicant Name: \_\_\_\_\_

Head Start Program Name: \_\_\_\_\_

Program's Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Program Phone Number: \_\_\_\_\_

Name of Head Start Director: \_\_\_\_\_

Is the program a paid member of PHSA for current year? \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

Head Start Director Signature

\_\_\_\_\_

Policy Council Chairperson Signature



# PENNSYLVANIA HEAD START ASSOCIATION

PARENTS, STAFF, ADMINISTRATORS AND FRIENDS AFFILIATED FOR CHILDREN

Paula Margraf - PHSA Board President

Blair Hyatt - Executive Director

## **The Francine Bunch Memorial Award:**

This honor is presented to a parent and a staff person from a PHSA member organization who has exemplified many of the characteristics of Francine Bunch (as described in [Francine Bunch - A Reflection](#)).

## **Qualifications for the Francine Bunch Award**

In 1998 the Pennsylvania Head Start Association Board of Directors agreed to revive the Francine Bunch Memorial Award and recognize annual recipients during the PHSA spring conference. This honor may be awarded to one parent and one staff person each year.

The recipient(s) of this award must meet the following criteria:

1. The individual(s) must be a parent, staff member or friend (if and only if the friend is a former parent) who is affiliated with a dues paying member program of the Association.
2. The candidate(s) must have been actively involved with their local program and clearly benefited from the involvement.
3. The person(s) must have advanced educationally while involved in the local program.
4. The individual(s) must have become involved in other local community activities.
5. The candidate(s) serves as a positive role model for parents and staff alike.
6. The person(s) promoted positive working relationships between parents, staff and friends at the local, state or federal level.

## **Nominating Process**

Staff members from dues paying programs may nominate a parent, a past parent and/or co-worker for the Francine Bunch Award. To nominate a candidate, staff must fill out the Francine Bunch Nomination form in full and attach a Narrative that describes how the nominee meets the 6 criteria described above. Each Nomination form and accompanying Narrative will be evaluated by the PHSA Scholarships and Awards Committee and one parent and one staff person will be selected to receive the award each year. Award winners are recognized with a commemorative plaque during PHSA's annual Spring Conference on April 12, 2018.

Nomination letters must be received by **5:00 pm on February 27<sup>th</sup>, 2018**. Information should be emailed to [molly@paheadstart.org](mailto:molly@paheadstart.org) or faxed to:

PHSA  
415 Market Street  
Suite 206A  
Harrisburg, PA 17101  
ATTENTION: Scholarships and Awards  
Phone: 717-526-4646  
Fax: 717-237-2772



# PENNSYLVANIA HEAD START ASSOCIATION

PARENTS, STAFF, ADMINISTRATORS AND FRIENDS AFFILIATED FOR CHILDREN

Paula Margraf - PHSA Board President

Blair Hyatt - Executive Director

## **Francine Bunch – A Reflection**

Francine Bunch began her involvement with Head Start as a parent with the Lancaster Child Development Program's Head Start. At the center now named to honor her memory, she was a very active parent. She volunteered both in the classroom and for parent activities, including parent meetings. Francine eventually became a classroom aide in the Lancaster Head Start Program, but quickly became a Parent Involvement Worker. Francine's devotion to involving parents with their child's development and the community in which they live was recognized by the program in her promotion to Parent Involvement Coordinator

As Parent Involvement Coordinator, she worked with parents in both Lancaster City and throughout Lancaster County. She was loved by city and county parents alike. Francine saw parents in their total person. She saw the eagerness, caring, intelligence, humor and all good things that help to make us the total person we are.

Francine recognized the importance of continuing education and always encouraged parents to return to school and further their education by attending adult training, Vo-tech, and college.

Francine was one of the early organizers for the Pennsylvania Parents/Staff Association and the Region III Association. The month prior to her death, Francine worked diligently to host state meetings for parents in Lancaster.

Francine always worked with a smile and saw the positive in the people she came in contact with.

In honoring Francine Bunch, the Francine Bunch Memorial Award is given to a parent and staff person from a PHSA member organization displaying the high qualities characteristic of Francine Bunch. This award is given only when there is a nominee who meets the standards set out for the award.



# PENNSYLVANIA HEAD START ASSOCIATION

PARENTS, STAFF, ADMINISTRATORS AND FRIENDS AFFILIATED FOR CHILDREN

Paula Margraf - PHSA Board President

Blair Hyatt - Executive Director

## Francine Bunch Memorial Parent/Staff Award Nomination Form

Nominee Name: \_\_\_\_\_

Nominee's Status:  Parent  Staff  Staff (former parent)

### Nominee's Address

\_\_\_\_\_  
City State Zip Phone

Name of Individual Nominating Candidate: \_\_\_\_\_

PHSA Member Program: \_\_\_\_\_

### Program Address

\_\_\_\_\_  
City State Zip Phone

Is the program a paid member of PHSA for current year?  Yes  No

### Francine Bunch Award Narrative

On separate sheets of paper, please provide a Narrative that answers the following questions about the nominee. Please answer fully and with as much detail as possible. The PHSA Scholarships and Awards Committee will read and score each nomination based on these answers.

1. Please describe the nominee's role in the local Head Start program, both current and past.
2. Please describe the nominee's active involvement in the local Head Start program and how they benefited from this involvement.
3. Please describe how the nominee has advanced educationally during his/her involvement with the local Head Start program.
4. Please describe other community activities that the nominee has become involved in during their time with the local Head Start program.
5. Please describe how the nominee has served as a positive role model for parents and staff alike.
6. Please describe how the candidate has promoted positive working relationships between parents, staff and friends at the local, state or federal level.
7. Please provide us with any additional information that you think will be useful to the PHSA Scholarships and Awards Committee as they make their decision.