

Gregorio Esparza Elementary School

5700 Hemphill • San Antonio, Texas 78228-4334 • (210) 397-1850 • www.nisd.net

TO: High School Counselors and Scholarship Applicants
FROM: The Gregorio Esparza Elementary PTA
SUBJECT: **THE MELVA MATKIN PTA SCHOLARSHIP**

The Gregorio Esparza Elementary School Parent Teacher Association is proud to grant a \$1,000.00 scholarship each year to a graduating high school senior who attended Esparza Elementary School and who will attend an accredited college or university.

This scholarship was created in 1999 to honor Melva Matkin for her outstanding leadership and commitment to the Esparza and Northside Community as exemplified by Esparza Elementary being named a 2000 National Blue Ribbon School of Excellence. Mrs. Matkin served students in the San Antonio area in various capacities from 1977 until her retirement in 2011: Parent volunteer (PAL), PTA leadership positions at Oak Hills Terrace Elementary, Pat Neff Middle School, and the Northside PTA Council, teacher, University Supervisor of student teachers at the University of Texas at San Antonio, math teacher at Hobby Middle School, Vice Principal at Adams Hill and Leon Valley Elementary Schools, Principal of Gregorio Esparza Elementary School from 1989 to 2011, teacher of future administrators at Trinity University and the University of Texas at San Antonio, and instructor in the Houston Baptist University Masters Online program.

SCHOLARSHIP CRITERIA

- Graduating high school senior must have attended Gregorio Esparza Elementary School for at least 3 years.
- Minimum 2.0 G.P.A.
- Applicant must provide proof of acceptance to one or more learning institutions upon notification. (If acceptance has not been received by the time of application for this scholarship, proof of submission of the college application will suffice pending notification of acceptance).

SCHOLARSHIP COMMITTEE

- The Committee will consist of 5-7 people:
 - The Committee Chairperson, appointed by the Esparza PTA President, with the approval of the PTA Board. This chairperson will be a non-voting member of the Scholarship Committee.
 - Two Esparza faculty members appointed by the principal.
 - Two parents (members of the Esparza PTA) appointed by the Committee Chairperson.
- Mrs. Matkin will serve as a permanent committee member. In the case of a tie, Mrs. Matkin will cast the deciding vote.
- No committee member can be the parent/guardian of a student who is applying for the scholarship.
- A majority shall constitute a quorum.
- In the case of unusual circumstances (such as the COVID Quarantine), Mrs. Matkin will serve as the chairperson and will select two faculty members to constitute the committee. In case of a tie, Mrs. Matkin will cast the deciding vote.

APPLICATION PROCESS

- Applications may also be picked up at the Gregorio Esparza Elementary School Office or accessed on the Esparza Website, the Northside ISD website @nisd.net/community/nef/scholarships, or by emailing Mrs. Matkin, mnmatkin@gmail.com
- Applications should be sent to the Gregorio Esparza Elementary School Office c/o the Scholarship Committee Chairperson in a sealed envelope with no return address or emailed to Mrs. Matkin.
- Applications must be received by the Scholarship Committee Chairperson by April 30th.

REVIEW PROCEDURES

- The Scholarship Committee Chairperson will collect and copy all completed applications. (Incomplete applications will be returned to the applicant along with a letter of explanation).
- To assure impartiality and anonymity, the Chairperson will block out all references to the applicant's identity and assign each application a number.
- One recipient and one alternate will be chosen.

NOTIFICATION AND AWARDING OF SCHOLARSHIP

- The recipient's high school counselor will be notified so that the scholarship and a certificate can be announced and presented at the school awards ceremony and the high school graduation.
- A letter of notification will be mailed to the recipient by Mrs. Matkin or her designee once the committee decision has been made.
- The Scholarship Winner can be announced on social media once Mrs. Matkin or her designee has called the recipient or the notification has been received.
- The new recipient will be announced in the Esparza newsletter and on the school marquee as well as be introduced at the Esparza Fifth Grade Promotion Ceremony.
- The recipient will be expected to speak to the Fifth Grade students in May at the Fifth Grade Promotion following his/her first year of college.
- The recipient's picture will be displayed on a permanent plaque displayed in the Gregorio Esparza Elementary School hallway. (The recipient's family needs to furnish a 5x7 picture for the display).
- Once PROOF OF ENROLLMENT is established, a check for \$1,000.00 will be deposited directly into the student's account at the college/university/post-secondary school by the Northside Independent School District NEF – Northside Education Foundation Office. If Esparza Elementary has not received proof of enrollment by October 1 of the scholarship year, the scholarship will be awarded to the alternate.

NOTE: This form is included in this packet and should be taken to the College Business Office for Proof of Enrollment and then delivered or sent to the Northside Education Foundation Office, 6632 Bandera Road, Building A, San Antonio, Texas 78238-1435 by October 1.

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MELVA MATKIN PTA SCHOLARSHIP

Application

Please type or print

Last Name	First Name	MI	Social Security Number
Permanent Street Address		Telephone Number	Date of Birth (M/D/Y)
City	State	Zip Code	
Name of School You Currently Attend			Graduation Date (M/D/Y)
<p>List Extracurricular Activities in which you participate: (i.e. sports programs, music programs, language clubs, etc.)</p> <ul style="list-style-type: none"> • 			
<p>List Community/Civic Organizations in which you participate: (i.e. church groups, youth groups, Boy/Girl Scouts, etc.)</p> <p>*</p>			
<p>List any Honors/Awards you have received (i.e. National Honor Society, Who's Who, etc.)</p> <ul style="list-style-type: none"> • 			
Name of College/University You Plan to Attend		Anticipated Graduation Date (M/D/Y)	
Attach High School Transcripts			

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MELVA MATKIN PTA SCHOLARSHIP

References

Applicant must provide three separate references each accompanied by a recommendation letter

Reference 1

Last Name	First Name	MI	Occupation
Permanent Street Address		Telephone Number	Alternate Number
City	State		Zip Code

Reference 2

Last Name	First Name	MI	Occupation
Permanent Street Address		Telephone Number	Alternate Number
City	State		Zip Code

Reference 3

Last Name	First Name	MI	Occupation
Permanent Street Address		Telephone Number	Alternate Number
City	State		Zip Code

Applications must be submitted with a typed personal essay (minimum 200 words) stating your educational and career goals and an acknowledgement of any role models or mentors who have inspired or influenced you.

Applicant's Signature	Date

Gregorio Esparza Elementary School
MELVA MATKIN PTA SCHOLARSHIP

PROOF OF ENROLLMENT FORM

TO BE COMPLETED BY THE SCHOOL WINNER ATTENDS

Must be received by Esparza Elementary and the Northside Partnership Office by October 1st

Institution of Higher Education Name		Telephone Number
Street Address		
City	State	Zip Code
Enrollment Status (Check One) <input type="checkbox"/> Full Time <input type="checkbox"/> At least Half Time	Recommended Disbursement Date 1 st Semester 2 nd Semester	Anticipated Completion (Graduation) Date (M/D/Y)
SCHOOL CERTIFICATION		
_____ Signature of Authorized School Official		
_____ Print or Type Name and Title		
_____ Date		
(School Seal/Certification)		