

# LONG ISLAND BUSINESS TEACHERS ASSOCIATION

DATE: March 2011

TO: All Long Island BTA Members

FROM: Therese Bodenstein, Chairperson

SUBJECT: **2010 LIBTA ELLEN CASKEY SCHOLARSHIP AWARD**  
**Applicants will also be considered for the Publishers' Scholarship**

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This year the Long Island Business Education Council is pleased to offer a \$1000 scholarship in the name of Ellen Caskey, one of the founders of LIBTA, and two \$500 Publishers' Scholarships.

You may nominate one student from your graduating class. The candidate must have completed at least three credits in business by the end of the current school year and expect to attend college majoring in business or business education.

## **PROCEDURES**

1. As a department, identify one student who plans to pursue a career in business or business education.
2. Discuss with the student the availability of the scholarship, the information required in the application, and the timetable for submitting application materials.
3. Submit a letter of application.
4. Personally contact the Guidance Department to obtain an official transcript, and the most recent report card, for the student selected. In addition, please **highlight all business courses** on the transcript.
5. Include a copy of your Business Department's course offerings from the curriculum guide.
6. Prepare a letter of recommendation for the student.
7. Send the complete package (application, student's letter, official transcript, report card, and your letter) to:

Therese Bodenstein  
East Hampton High School  
2 Long Lane  
East Hampton, NY 11937

**All application materials must be postmarked no later than April 30, 2011**