

**LOCAL 698
OF
CIVIL SERVICE EMPLOYEES ASSOCIATION
DORMITORY AUTHORITY CHAPTER
515 BROADWAY, ALBANY, NEW YORK 12207**

**RICHARD E. HOHN
EDUCATIONAL ASSISTANCE AWARD**

**APPLICATION
Fall 2019 Term**

**SUBMISSION DEADLINE
Friday, August 9, 2019
By 4:30 p.m.**

**RICHARD E. HOHN EDUCATIONAL ASSISTANCE AWARD
SPRING SEMESTER 2019
APPLICATION**

PURPOSE

CSEA Local 698 offers the Richard E. Hohn Educational Assistance Awards for the primary purpose of assisting individual members, dependents, spouses, and domestic partners who are interested in meeting their education goals, and could benefit from the financial assistance of Local 698. Non-members are not eligible for this award.

The award may be utilized, but is not limited to, tuition, fees, books, transportation, child care, equipment, and software as it pertains to the post-secondary course(s) the applicant is taking.

ADMINISTRATION

CSEA Local 698 will administer the Richard E. Hohn Educational Assistance Awards through an “independent Committee” (a.k.a. Panel of Judges). The Committee will evaluate the Applicants’ submissions anonymously and will only consider information as it relates to the requirements listed in the Application. Please be certain to conceal any identifying information from the supporting documentation to ensure anonymity. All information will be held strictly confidential. The decision of the Committee will be final.

AWARDS

Local 698 is pleased to offer up to eight (8) awards.

- 1st Place - \$1,000
- 2nd Place - \$800
- 3rd Place - \$700
- 4th thru 8th Place - \$500

Awards distributed for the 2019 Fall term will not exceed \$5,000.

ELIGIBILITY

All current members of Local 698, their dependents, and spouses/domestic partners are eligible. Eligibility is determined as of application submission deadlines.

Applicants must be pursuing post-Secondary coursework beginning in the Fall 2019 term. Examples of post-Secondary coursework include, but are not limited to: college level classes – either for credit or non-credit; most continuing education courses; professional license continuing education, and courses of personal interests. Please contact Local 698 President for further clarification on course eligibility.

Award recipients may not *receive* two consecutive awards. There is a mandatory waiting period of one (1) award term after which eligibility is restored.

Before an award is issued, recipients MUST provide proof, acceptable to Local 698, that they are enrolled for the coursework described in their application. Please contact your school's Registrar's or Business Office for an "Enrollment Verification" letter.

ANONYMITY

To ensure anonymity, please be certain to conceal any identifying information when addressing the required questions and required essay. Do not disclose or refer to your name, address, employee/member name, employer, school, or any other information that may reveal your identity. Failure to comply with this requirement will result in disqualification of the application. The decision of Local 698 is final.

It is acceptable to use your personal return address on the external "mailing envelope".

APPLICATION REQUIREMENTS

The application process consists of one (1) part. To fulfill the requirements of the Richard E. Hohn Educational Assistance Award, applicants are required to complete a well-composed original essay on the specific topic indicated below.

REQUIRED ESSAY –WEIGHTED 100%

Applicants must personally compose and submit an original detailed essay, in proper essay format, which fully addresses the following:

“How does the decline of union membership affect Workers’ Rights?”

Essays must be typed, double-spaced, using Times Roman, 11-point font and not more than 2 pages in length. Proper use of grammar and sentence structure will be considered in making an award. Appropriate citations must be used and should be contained in a third page.

SUBMISSION INSTRUCTIONS

Please read the following instructions carefully:

1. Read the Application instructions and complete the Application Cover Sheet
2. Attach a copy of the enrolled course and/or description of enrolled program for the semester, from the school catalog or website, to the Application Cover Sheet. Attach proof of enrollment.
3. Place the Application Cover Sheet and attached information in a sealed envelope. DO NOT write any information on this envelope.
4. Attach the envelope to the front of the Essay.
5. Place the sealed envelope and attached essay in a mailing envelope addressed to:
Liz Moran, President – CSEA Local 698
515 Broadway
Albany, NY 12207
ATTN: HOHN AWARDS

OR hand deliver and mark PERSONAL to President Liz Moran. If sending in this manner, you **MUST** still follow the above steps for submission.

DO NOT use DASNY materials (envelopes, etc.) to submit applications.

CSEA large envelopes are available by contacting
President Liz Moran or Treasurer Maria Merced (NYCO)

RECEIVED SUBMISSIONS/DEADLINES

- **Applications must be postmarked or personally delivered no later than August 9, 2019 by 4:30 p.m.** Applications received after this post marked date will not be considered.
- Local 698 President will review all applications to ensure that they meet all requirements.
- Local 698 President will assign a control number to each Application Cover Sheet and corresponding Essay, and detach the Cover Sheet from the Essay.
- Essays will be provided to the Committee for review and scoring.
- After the Committee makes award recommendations, the Local 698 President will reveal the list of award recipients. Notification will be sent to all applicants regarding their application status via email.

DEADLINE

- Application-required documentation must be postmarked or personally delivered no later than 4:30 p.m. on August 9, 2019. Incomplete or late applications received after this date may be disqualified and not considered. The decision of Local 698 is final.

QUESTIONS

If you have any questions or require further clarification, please email Liz Moran at presidentlocal698@outlook.com. Questions regarding award results can also be submitted to President Moran. **Only applicants will be provided feedback.**

**RICHARD E. HOHN EDUCATIONAL ASSISTANCE AWARD
FALL SEMESTER 2019**

Control #:

APPLICATION COVER SHEET

1. READ the Application Submission Instructions and Complete the Application Cover Sheet.
2. Place the completed Application Cover Sheet with personal identifiable information and copy of course and program description in an envelope; seal it and staple the sealed envelope to the front of the Essay.
3. DO NOT identify yourself on the Essay – only on the Application Cover Sheet.
4. Submit the completed Application to CSEA Local 698, Liz Moran, 515 Broadway Albany, NY 12207, Attn: HOHN AWARDS

APPLICANT PERSONAL INFORMATION

(Please print)

APPLICANT STATUS

Check One: Member Dependent Spouse/Domestic Partner

NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

EMAIL (REQUIRED) _____

If the applicant is a Dependent or Spouse/Partner, you MUST provide the name of the Local 698 Member?

REQUIRED FIELD

ACADEMIC INFORMATION

NAME OF INSTITUTION _____

PROGRAM/COURSE/EXAM TITLE(S) _____

COURSE/EXAM DESCRIPTION(S): MUST attach to this sheet

DEGREE PROGRAM (if applicable): MUST attach a description

PROOF OF ENROLLMENT: If you are currently enrolled in a program or at an institution, attach a confirmation of enrollment. Proof of enrollment MUST be received prior to distribution of an award.

PROOF OF DOMESTIC PARTNER: The NYS Department of Civil Service [Employee Benefits](#) Division defines domestic partnerships. Applicants who are a domestic partner MUST provide confirmation from DASNY Human Capital unit or other NYS issued documentation that they registered as such.

DEPENDENT: Child dependents are those still under health insurance coverage by their parent who is a member in good standing of Local 698. Proof of coverage may be requested by Local 698 to prove eligibility for the educational award.