

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

**RICHARD E. HOHN  
EDUCATIONAL ASSISTANCE AWARD**

**APPLICATION  
FALL SEMESTER 2017**

**SUBMISSION DEADLINE  
August 11, 2017  
By 4:30 p.m.**

**RICHARD E. HOHN  
EDUCATIONAL ASSISTANCE AWARD**

**FALL SEMESTER 2017  
APPLICATION**

**PURPOSE**

CSEA Local 698 offers the Richard E. Hohn Educational Assistance Awards for the primary purpose of assisting individual members, agency shop fee payers, dependents, a spouse or domestic partner interested in meeting their higher education goals, and could benefit from the financial assistance of Local 698.

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 six (6) awards.

- 1<sup>st</sup> Place - \$1,000
- 2<sup>nd</sup> Place - \$800
- 3<sup>rd</sup> Place - \$700
- 4<sup>th</sup> thru 6<sup>th</sup> Place - \$500

Awards distributed for the 2017 Fall term will not exceed \$4,000.

**ELIGIBILITY**

All current members of Local 698, Local 698 agency shop fee payers, their dependents, and spouses or domestic partners are eligible. Eligibility is determined as of application submission deadlines.

Applicants must be pursuing post-Secondary coursework beginning in the Fall 2017 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 see Local 698 President Liz Moran for further clarification on course eligibility.

Award recipients shall not *receive* two consecutive awards. There is a mandatory waiting period of one (1) term (excluding summer 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 make reference 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. In order 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:

**The performance of staff members can have a significant impact on the overall success of a company. Do you agree or disagree? Defend your position by explaining either what companies can do to increase staff productivity or why you feel a company cannot increase staff productivity. Also, please describe how union members will be impacted in either situation.**

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.

## ***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:  
CSEA Local 698  
Liz Moran, President  
515 Broadway  
Albany, NY 12201  
ATTN: HOHN AWARDS

**OR** hand delivered and marked PERSONAL to President Liz Moran (DASNY Headquarters, 2<sup>nd</sup> floor). 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 11, 2017. 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, and will notify all Applicants as to their Application status.***

### ***DEADLINE***

- ***Application-required documentation must be postmarked or personally delivered no later than 4:30 p.m. on August 11, 2017. Incomplete or late applications received after this date will be disqualified and will not be considered. The decision of Local 698 is final.***

### ***QUESTIONS***

***If you have any questions or require further clarification, please email Kelly Whitbeck at [Kellz@aol.com](mailto:Kellz@aol.com).***

**RICHARD E. HOHN EDUCATIONAL ASSISTANCE AWARD  
FALL SEMESTER 2017**

Control #:
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**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, P.O. Box 946, Albany, NY 12201, Attn: HOHN AWARDS

**APPLICANT PERSONAL INFORMATION**

*(Please print)*

**APPLICANT STATUS**

- Member       Fee Payer       Dependent       Spouse/Domestic Partner

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

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

\_\_\_\_\_

**ACADEMIC INFORMATION**

**NAME OF INSTITUTION** \_\_\_\_\_

**INSTITUTION'S ADDRESS** \_\_\_\_\_

**PROGRAM/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 as "same or opposite sex partners with whom they reside and have a committed, long term relationship of mutual support, and for whom they have assumed long term financial responsibility or have mutual financial responsibility. Applicants who are a domestic partner MUST attach proof of residence. Acceptable documents are utility bills, phone bills, insurance statements, renter's agreement, a copy of driver's license, etc.