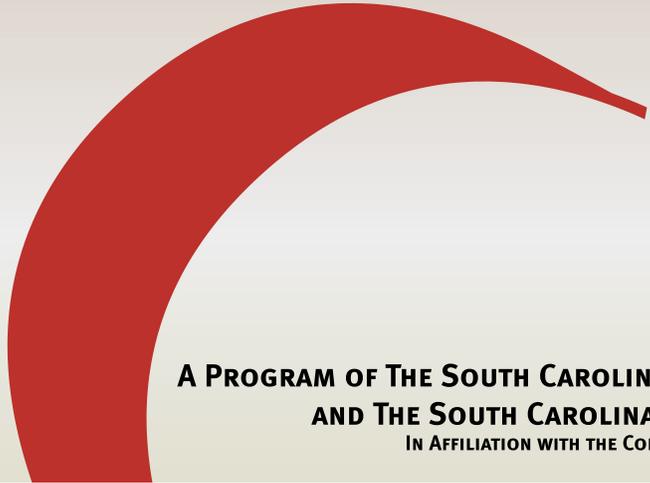




SOUTH CAROLINA
HEART
AWARD

2008-2009

**APPLICATION PACKET
AND PROGRAM GUIDE**



**A PROGRAM OF THE SOUTH CAROLINA COMMISSION ON HIGHER EDUCATION
AND THE SOUTH CAROLINA DEPARTMENT OF EDUCATION
IN AFFILIATION WITH THE COLLEGE ACCESS CHALLENGE GRANT**

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CELEBRATING SCHOOL COUNSELORS' COMMITMENT TO PROMOTING HIGHER EDUCATION AWARENESS READINESS AND TRANSITION

PURPOSE

The Higher Education Awareness Readiness Transition (HEART) Award seeks to recognize excellence in school counseling by identifying South Carolina school counselors with proven records of accomplishment in promoting higher education awareness.

ELIGIBILITY

The HEART Award is open to all school counselors working in South Carolina's schools. Additionally, applicants must meet all of the following:

- ♥ Currently be employed as a full-time, fully certified school counselor
- ♥ Have a minimum of three consecutive years of counseling service at the level of nomination
- ♥ Hold at least a master's degree in school counseling

RECOGNITION CRITERIA

CATEGORIES	SCORING PERCENTAGE
Professional Biography <ul style="list-style-type: none">♥ Educational history (including advanced degrees)♥ Counseling philosophy♥ Clearly delineated reason(s) for becoming a counselor	20%
Professional Development <ul style="list-style-type: none">♥ Presentations♥ Continuing Education (conferences, workshops, seminars, etc.)♥ Awards (including being published and receiving grants)	15%
Community Involvement <ul style="list-style-type: none">♥ Description of specific activities♥ Explanation of your specific role in each activity	5%
Commitment to HEART <ul style="list-style-type: none">♥ Clearly and concisely details activities done to promote HEART	35%
Letters of Support <ul style="list-style-type: none">♥ Three letters of support from individuals with direct knowledge of your commitment to HEART	25%

TIMELINE

December 15, 2008	Application packets available
February 14, 2009	South Carolina HEART Award applications* should be submitted to: Mr. Derrah Q. Cassidy Attn: HEART AWARD SC Commission on Higher Education 1333 Main Street, Suite 200 Columbia, SC 29201 *Applications must be hand-delivered or postmarked by February 14, 2009
April 2009	Finalists Interviews
May 2009	HEART Award winners will be honored at a reception in Columbia, where they will receive various awards provided by the program's sponsors and will be recognized with commendations by the SC Department of Education.

INSTRUCTIONS FOR SUBMITTING APPLICATIONS

All instructions must be followed as defined below and within each section of the application.

All pages must be typed.

- ♥ The General Information page should be used as your cover sheet.
- ♥ Each completed application, when submitted to the SC Commission on Higher Education, should contain all of the information requested in the checklist (below). Only complete applications will be considered.
- ♥ No materials will be returned to nominees.
- ♥ Deadline: All applications must be submitted to the South Carolina Commission on Higher Education by **February 14, 2009**. Applications must be hand-delivered or postmarked by that date. **Late applications cannot be considered.**

HEART APPLICATION SUBMISSION CHECKLIST

- ♥ Cover Sheet / General Information Page
- ♥ Educational History and Professional Development Activities - 2 Typed Pages
- ♥ Professional Biography - 2 Typed Pages
- ♥ Community Involvement - 1 Typed Page
- ♥ Commitment to HEART - 3 Typed Pages
- ♥ Letter of Support from Category One: School Administrator
- ♥ Letter of Support from Category Two: District administrator (superintendent, curriculum coordinator, etc.) or current colleague
- ♥ Letter of Support from Category Three: Current student, former student, or parent of current or former student

RECOGNITION PROGRAM FOR SOUTH CAROLINA HEART AWARD

SCHOOL & SCHOOL SYSTEM LEVEL

Local school officials are encouraged to honor and recognize their HEART Award winners as they deem appropriate.

STATE LEVEL

The South Carolina Commission on Higher Education and the South Carolina Department of Education will recognize SC HEART nominees at a special reception in Columbia. Announcement of honors will be disseminated to news media statewide.

The following awards will be received by the 2008-2009 SC HEART Counselors of the Year and finalists. Awards are subject to change without notice.

HEART AWARD WINNERS WILL RECEIVE:

Cash Awards:

Elementary School HEART Counselor.....	\$3,500
Middle School HEART Counselor.....	\$3,500
High School HEART Counselor.....	\$3,500

Grant Awards:

- ♥ Incentive Grant of \$1,500 to each winner for their current school's counseling department; grants will be used at the discretion of the winners, in ways to promote HEART.
- ♥ Note cards and note pads with the HEART Award Logo

HEART AWARD FINALISTS WILL RECEIVE:

- ♥ Personalized note cards and note pads with the logo
- ♥ Plaque
- ♥ Incentive Grant of \$500 to each finalist for their current school's counseling department; grants will be used at the discretion of the finalist, in ways to promote HEART.

FOR MORE INFORMATION

Mr. Derrah Q. Cassidy
SC Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
Tel: (803) 737-9758
E-Mail: dcassidy@che.sc.gov

The HEART Award is administered by the South Carolina Commission on Higher Education.

SECTION I

GENERAL INFORMATION

NAME: _____

HOME ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS(ES): _____

SCHOOL DISTRICT: _____

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

SCHOOL TELEPHONE: _____ SCHOOL FAX: _____

TOTAL YEARS OF COUNSELING EXPERIENCE: _____ YEARS IN PRESENT POSITION: _____

LETTERS OF SUPPORT PLEASE LIST THE NAMES OF THE THREE INDIVIDUALS THAT WILL WRITE A LETTER OF SUPPORT ON YOUR BEHALF.

NAME	TITLE	PHONE NUMBER
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LETTER 1: _____

LETTER 2: _____

LETTER 3: _____

I UNDERSTAND THAT ANY OR ALL OF THE SUBMITTED MATERIALS OTHER THAN HOME ADDRESS AND TELEPHONE NUMBER MAY BE SHARED WITH PERSONS INTERESTED IN PROMOTING THE HEART AWARD PROGRAM .

SIGNATURE OF NOMINEE _____

PRINTED NAME OF NOMINEE _____

DATE _____

Please use this completed page as your cover sheet for the HEART application packet.

SECTION II

EDUCATIONAL HISTORY AND PROFESSIONAL DEVELOPMENT ACTIVITIES – (two DOUBLE-SPACED PAGES)

- A. Beginning with the most recent, list colleges and universities attended including post-graduate studies. Indicate degrees earned and dates of attendance.
- B. Beginning with the most recent, list counseling (& teaching, if applicable) history indicating time period, and grade level.
- C. Describe your school setting. (enrollment, location, counseling staff, etc.) Attach a school profile if available.
- D. Beginning with the most recent, list professional association memberships including information regarding offices held and other relevant activities.
- E. Beginning with the most recent, list professional development and other relevant leadership activities.
- F. Beginning with the most recent, list awards and other recognition of your work.

SECTION III

PROFESSIONAL BIOGRAPHY – (TWO DOUBLE-SPACED PAGES)

- A. What were the factors that influenced you to become a school counselor?
- B. Describe your personal feelings and beliefs about counseling, including your own ideas of what makes you an outstanding counselor.
- C. Describe the rewards you find in counseling.
- D. How are your beliefs about counseling demonstrated in the implementation of your school's counseling program?

SECTION IV

COMMUNITY INVOLVEMENT – (ONE DOUBLE-SPACED PAGE)

Describe your commitment to your community through service-oriented activities such as volunteer work, civic responsibilities, and other group activities.

SECTION V

COMMITMENT TO HEART – (THREE DOUBLE-SPACED PAGES)

HEART Award recipients should demonstrate strong professional expertise and success in preparing students for postsecondary opportunities. Successful applicants should emphasize creating a college going culture from elementary through high school to include career exploration, appropriate course selection and planning, college application process (financial aid, state scholarships and grants, etc.).

- A. Describe your commitment to promoting Higher Education Awareness Readiness and Transition among your students.
- B. Describe what makes your approach to promoting HEART effective.
- C. Detail, clearly and concisely, activities and programs that provide HEART.
- D. Detail a specific example involving a student or group of students which demonstrates the effective implementation of HEART.

SECTION VI

LETTERS OF SUPPORT

Please include three letters of support. One letter must come from each of the following categories:

- ▼ **Category One**: School administrator with direct knowledge of the applicant's work history
- ▼ **Category Two**: Current district administrator (superintendent, curriculum coordinator, etc.) or current colleague
- ▼ **Category Three**: Current student, former student, or parent of current or former student

Blank request for reference forms are provided on the next three pages of this packet.

FOR QUESTIONS, PLEASE CONTACT:

Mr. Derrah Q. Cassidy
SC Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
Tel: (803) 737-9758
E-Mail: dcassidy@che.sc.gov





REQUEST FOR LETTER OF SUPPORT

Name of Applicant is an applicant for the SC HEART Award and would like you to complete a letter of support to be included with the application.

Purpose of the SC HEART Award

The Higher Education Awareness Readiness Transition (HEART) Award seeks to recognize excellence in school counseling by identifying South Carolina school counselors with proven records of accomplishment in promoting higher education awareness.

HEART Award recipients should demonstrate strong professional expertise and success in preparing students for postsecondary opportunities. Successful applicants should emphasize creating a college going culture from elementary through high school to include career exploration, appropriate course selection and planning, college application process (financial aid, state scholarships, grants, etc.).

Please include the following in your letter of support:

- How long you have known the applicant?
- Your affiliation with the applicant (superintendent, principal, co-worker, student, former student, etc.).
- Qualities that make the applicant uniquely qualified to receive the HEART Award.
- Any additional information that you feel the selection committee should know.

Please return this form and your letter of reference to Name of Applicant in a sealed envelope as soon as possible. All applications must be submitted to the SC Commission on Higher Education by Saturday, February 14, 2009.

For questions regarding the SC HEART Award, please contact Mr. Derrah Cassidy at the SC Commission on Higher Education at 803-737-9758 or dcassidy@che.sc.gov.

Thanks in advance for your time.



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