



County Center

Date:

To: Guidance Counselors
(County name) County area schools

From: (Chairman's name), Chair, Scholarship Committee
NC Cooperative Extension Secretaries Association

RE: NCCESA – South Central District Scholarship

The North Carolina Cooperative Extension Secretaries Association (NCCESA) is an association whose purpose is to establish and maintain a structure through which members may be united in a professional development and improvement effort for the benefit of themselves and the North Carolina Cooperative Extension Service. The NCCESA – South Central District offers an annual scholarship to a student planning to enter a career in office technology. The scholarship will be awarded to a student from (County's name) County this year. The scholarship amount is \$200 and will be paid directly to the college of the recipient's choice.

Enclosed is the news release containing information about the scholarship and one original application form so you can copy to provide to interested students. Information and forms are also located at the following web address: <http://www.ces.ncsu.edu/assn/nccesa-sc/> Please return the completed application forms by (date) to our office at North Carolina Cooperative Extension Service, (County's name) County Center, (County Center's address), NC.

Thank you for your cooperation and assistance. If you have any questions, please contact me by calling (Chairman's name and phone number).

Enclosure (1) Original Application
News Release

