

# **ACOE Educational Partnerships Foundation Steven L. Butler Memorial Fund**

## **AWARD NOMINATION AND SELECTION PROCESS**

### **Background**

Steve Butler was a true “Renaissance Man” known for his dedicated teaching, his passionate union activism, and his love of history, politics and music. For 18 years he taught at the Alameda County Juvenile Court Schools, working with students who face numerous challenges and obstacles in their young lives. Because of his passion for his students, a Memorial Fund was set up in his name through the ACOE Educational Partnerships Foundation after he suddenly died in 2007 while training for a triathlon.

### **Purpose**

The purpose of the Steven L. Butler Memorial Fund is to present unique and meaningful awards to students in Alameda County Juvenile Hall and our Community Schools program. In addition to awards going toward enrollment into a post-secondary school or training program, students may be nominated based on special needs and/or talents. For example, if funding is needed for a student to attend a local, regional or state event, then the award will reflect that need, or an award might simply represent “a dream” of a student struggling to change their personal situation by furthering their education.

### **Goal**

The goal of this award is to provide students with opportunities, with the help of the award, to further their situation based upon their individual needs and dreams. This goal is reflective of what Steve Butler’s goal was in life, which was to help make a difference.

### **Nominations**

- Awards range from \$250-\$500. Students are nominated by employees working in the Alameda County Office of Education or the Alameda County Juvenile Probation Department.
- A call for nominations is sent out by the Committee Chair.
- Each nomination must include a completed application form and an attached personal statement by the student how they would spend the money. (i.e., any type of post-secondary school or training program.)
- Applications are accepted throughout the year; however, they should be received no later than **April 30th** in order to be considered for the current school year. Any application received after this date may be considered for the following school year.

### **Award Selection**

- The Committee will meet to make recommendations as needed, but will meet no later than **May 15th** of each year to review grant applications.

- Awardees will be selected based on the criteria set by the Committee.
- The Committee liaison will forward the following information with its recommendation for approval to the Foundation's Board of Directors (**no later than May 25<sup>th</sup>**):
  - List of grant awardees, amount of award for each recipient, and social security number, along with a copy of their application. (This is required for auditing purposes.)
- The Board of Directors will give the final approval.

### **Check Processing**

- Once the Board of Directors has approved the recommendations, the Foundation's Treasurer will process a check for each student as designated by the particular award. A letter will also be prepared by the Foundation for each awardee.
- If the Awardee is a graduate, the money will be sent to the school to use for supplies or tuition once they have enrolled. If the student does not enroll within 12 months of the award determination date, the money will return to the fund.