

**Gina Hubbard BPA Scholarship Nominating Guidelines**

1. Nominees must be a high school senior or an adult student who is a member in good standing of Oklahoma Business Professionals of America.
2. Applicants must currently have at least a 3.0 grade point average and excellent attendance in their current program. Documentation that should be submitted is an official high school transcript or unofficial transcript from technology centers or college. An attendance report must be included for students attending high school or technology centers, but not college. *(If a student is attending a high school, a tech center, and/or a college at the time of this application, all transcripts and attendance reports from each institution must be submitted with the exception of college attendance.)*
3. A written recommendation from the applicant’s BPA advisor must be submitted directly to the BPA Scholarship Committee. The letter of recommendation should be no longer than one page, is considered confidential, and will not be returned to the applicant.
4. Applicants must include a cover letter expanding on their involvement in BPA (positions held, conferences attended, community service, awards, etc.) and stating how the scholarship money will be used. Letters should be no more than one page in length.
5. All documents submitted by the applicant must look professional and be error free.
6. The scholarship is a one-time award. Pending availability of funds, BPA will award scholarships in the amount of $500.
7. The Scholarship Committee will screen the applicants using the Scholarship Rating Sheet Rubric and announce the recipients at the State Leadership Conference.
8. The Scholarship Committee must receive all paperwork no later than **February 16, 2018, at 6:00 p.m.** Please e-mail all documents to Janette Sagersa at [janette.sagersa@okcareertech.org.](mailto:janette.sagersa@okcareertech.org.) BPA Scholarship should be the subject line.