

The Great Neck Board of Education
and the
Great Neck Teachers Association (GNTA)
announce the
2025 Summer Scholarship Program

Application Deadline: May 1, 2025

Summer Scholarships

Article 53 of the Board of Education-Great Neck Teachers Association Agreement provides funds for summer scholarships. These scholarships will be available for courses or programs that are subject-matter oriented. Interested teachers must apply for scholarships prior to May 1. Screening of applications will be done by an advisory committee and final selections will be made by May 15.

Please Note: Approval from the Summer Scholarship Committee does not mean automatic approval from the Inservice Institute, nor does it mean your course is automatically approved for salary class advancement.

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Jennifer F. Kirby, Director of Human Resources

**2025 Summer Scholarship Program
Advisory Committee**

Daniel Isaac, Chairperson
Eleanor Demarco
Diana Haanraads
Susan Chung

GNTA Executive Board

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Summer Scholarship Regulations

1. Recipients must be members of the GNTA Bargaining Unit with confirmed employment for 2025–2026.
2. Scholarships will be awarded for **tuition only** to fund a subject-matter-oriented course, institute, workshop, or seminar. There is no reimbursement for fees or materials.
3. While there are no restrictions on the location of the proposed activity, travel and living expenses will **not** be included.
4. Only **one course** per person will be funded (equivalent to three credits).
5. Priority is given to first-time applicants.
6. Once approved, courses cannot be substituted without prior written Committee approval.
7. Administration and DASA courses are **not** funded.
8. Funds are for courses offered during the traditional summer session beginning after May 15th.
9. Please note: according to current tax law, summer scholarships may be taxable income.
10. **Print the Application form (page 4). Complete and sign it. Send the Application form with a photocopy of the course description and tuition costs to:**
Lucy Rodin, Summer Scholarship Program
Great Neck Teachers Association
The Cottage
343 Lakeville Road
Great Neck, NY 11020
11. **Please keep a copy of all submitted documents for your records.**
12. If you have questions, please ask; no exceptions will be made in regards to the application or reimbursement regulations. Contact the Summer Scholarship Committee at Summerscholarship@greatneck.k12.ny.us with your questions.

Reimbursement Regulations

At the conclusion of the summer program, scholarship recipients are REQUIRED to submit:

1. GNPS employee reimbursement claim form which can be found here:

<https://resources.finalsite.net/images/v1715340617/greatneckk12nyus/wmepz3rdl0i13cbcmfws/emploveereimbursementsclaimform-fillabledtd1205.pdf>

Please do NOT have the building Administrator sign the reimbursement claim form.

2. Statement from the institution showing the exact cost of the course.

This document is required by our auditors to serve as an invoice for course tuition. For auditing purposes, it is separate from your receipt and therefore may not show a balance paid or a zero balance. It may be helpful to submit the same documentation you originally provided in your application, which shows the cost of the course as shown on the course/university website or course catalog.

3. Bursar's paid receipt showing proof of payment.

This document is required by our auditors to serve as a receipt for the tuition paid. THIS RECEIPT MUST SEPARATE TUITION CHARGES FROM ALL OTHER CHARGES, i.e., fees, materials, etc., and must show proof of payment being made. Please be reminded that awards are only granted for tuition, and that GNTA and the District will not reimburse for any costs other than tuition.

4. Documentation of course completion (copies are acceptable).

Note: if you are applying for salary class advancement, please have an official transcript sent to Human Resources at Phipps. Neither GNTA nor HR will be able to make copies for you.

You must submit, and label, the above four pieces of documentation no later than October 1, 2025. Please submit all paperwork together. You may send your paperwork via interoffice mail or US Postal Service to:

Lucy Rodin
The Cottage
343 Lakeville Rd.
Great Neck, NY 11020

You will receive a confirmation email upon receipt. **Any incomplete claim packet WILL BE RETURNED**, thus delaying your reimbursement check. **Please keep a copy of all submitted paperwork for your records.**

PLEASE DO NOT submit for reimbursement through MLP. Summer Scholarship is administered by GNTA and is separate from MLP.

2025 Summer Scholarship Application

Name _____

School _____ Grade/Subject Area _____ Phone (ext.) _____

Position (check one): _____ Full-time Teacher _____ Part-time/Hourly Teacher _____ Nurse

Home Address _____ Phone _____

IMPORTANT: A photocopy of the course (workshop, etc.) description, from the brochure or catalog—also showing tuition costs—MUST BE INCLUDED with this application. **YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THIS INFORMATION. Please keep copies of your paperwork.**

Course Title _____

Institution _____

Start Date _____ End Date _____

Number of Credits _____ Level of Credits (circle one): graduate undergraduate

Total Hours of Participation _____ Tuition _____

Type of Program (be specific—classroom? online? other?) _____

Have you received a scholarship in a previous year? _____ Yes _____ No
Is this course part of an EdD in Educational Leadership? _____ Yes _____ No
If yes, do you already have your administration certificate? _____ Yes _____ No _____ N/A

I have read the Summer Scholarship Regulations and agree to abide by them. I understand that my failure to comply may result in forfeiture of any scholarship money awarded and loss of future eligibility.

Signature _____

Date _____

SEND THIS PAGE AND COURSE NAME/DESCRIPTION WITH TUITION COST TO:

Lucy Rodin
Summer Scholarship Program
GNTA — The Cottage
343 Lakeville Road
Great Neck, NY 11020

PHOTOCOPY OF THE COURSE DESCRIPTION & TUITION COSTS MUST BE INCLUDED WITH THIS APPLICATION PLEASE KEEP A COPY FOR YOUR RECORDS YOU WILL NEED IT FOR REIMBURSEMENT.

APPLICATION DEADLINE: MAY 1— APPLICATION DEADLINE: MAY 1 — APPLICATION DEADLINE: MAY 1