



Church Teachers' College

ALUMNI Association Inc.

Mandeville | Jamaica

APPLICATION CHECKLIST FOR KERR-JARRETT GIFT OF HOPE AWARD

Activity	Assigned to	Date
<input type="checkbox"/> Receive MOA sign-off by Principal and Donor	Mike	
<input type="checkbox"/> Publish award opportunity	Mike /Hepburn /Liz	
<input type="checkbox"/> Print copies for distribution to eligible applicants	College Librarian	
<input type="checkbox"/> Receive applications	Aggett	
<input type="checkbox"/> Forward applications to STAR committee	Claudeth	
<input type="checkbox"/> Verify complete submission of application	Marcia	
<input type="checkbox"/> Closing date. All applications submitted to STAR committee	Claudeth	Jan 15, 2013
<input type="checkbox"/> Review applications. Conduct interviews.	STAR committee	Jan 22, 2013
<input type="checkbox"/> Advise Principal of successful candidate	Mike	Jan 25, 2013
<input type="checkbox"/> Advise Donor of successful candidate	Mike	Jan 26, 2013
<input type="checkbox"/> Advise award recipient	Mike	Jan 27, 2013
<input type="checkbox"/> Received signed letter from recipient	Mike /Marcia	Jan 29, 2013
<input type="checkbox"/> Announce recipient to CTC community	Mike	Jan 30, 2013

ACADEMIC CRITERIA

- Resident student of Church Teachers' College. Kerr-Jarrett Hall resident preferred.
- Specialist study in Early Childhood or Primary Education



The Kerr-Jarrett Hall Gift of Hope