US ARMY EUROPE CHILD & YOUTH SERVICES SCHOLARSHIP PROGRAM

CYS Trainers' Guide – SY 18-19

Informing Eligible Employees:

Please share the scholarship program link with your employees so they can familiarize themselves with the program and its requirements prior to committing to it. **Europe.armymwr.com/scholarshipcyss** A printable brochure and flyer are available on the website to share with employees. Please post these in employee common areas.

Submitting Scholarship Requests:

Students can access applications from the program website. (You may also print off and provide to employees

It is recommended that employees should submit applications to you NLT 7 days prior to cut off date. Students should submit completed application to you for you to complete with approving initials.

Applications MUST BE LEGIBLE. We prefer applications filled out on the computer.

Employee's Standard NAFI Number _will be filled in by the Director_. Be certain the correct NAFI Number is indicated or the application will be returned. A new drop down with NAFI numbers is on the forms this year. If you don't find the NAFI you need, you can write that in online.

Scan each application and **use standard naming conventions for application files**:

last name first name course code Installation For example: **SmithSallyCDEC1303Baumholder**

Once all applications are complete, send in ONE email **with following subject line**: course code, Applications, location. For example: **CDEC1303ApplicationsBaumholder** submit to ruth.c.ploeger.naf@mail.mil and alexa.d.simmons.naf@mail.mil NLT COB on cutoff date listed on the application.

A list of approved participants will be sent out from the region office and emails of acceptance will be sent to each participant. Students must upon acceptance, enroll in the class through CTC. CTC reps may contact students to assist in enrollment, however it is the responsibility to be sure they have enrolled. It is recommended that you forward an email to participants informing them of their status and reminding them of their responsibilities per the SOP.

Establishing Schedules:

Course date start and stop are determined at the region. Locally, CYS and the Local Central Texas College point of contact decide the specific days and times for face to face classes that meet the local needs. Each CYS will have one POC that establishes their local dates with CTC. Once a local schedule is set, it is important that you share with all participants the LOCAL DATES AND TIMES for the face to face courses. (Find CTC POC list on the scholarship web page under "Resources".) CTC will provide a list of locations/times which will be posted on the website.

Tracking Student Requirement Compliance:

IMCOM Europe CYS will send you a list of all students who completed the online survey as well as grades for participants. Access to survey link is on the program web site. **Surveys MUST be completed within 4 days of course completion.**

IMCOM Europe CYS has option to deny future participation to an applicant if they do not comply with scholarship recipient requirements. (**1.** grade of C or higher **2.** survey completion)

References & Resources:

Scholarship web page: **europe.armymwr.com/scholarshipcyss**

Standard Operating Procedures (SOP) on webpage

IMCOM Europe CYS program POC: ruth.c.ploeger.naf@mail.mil DSN 544-9375