



Superintendent's Circular

NUMBER:
FIN-11
Version 01

SCHOLARSHIPS, AWARDS, AND HONORS FOR STUDENTS

*This Circular will remain in effect unless rescinded or superseded
by a subsequent version..*

This circular provides procedures for making awards from centrally administered trusts that benefit individual students. Superintendent's Circular FIN-12 deals with trusts benefiting schools. Fifteen trusts are listed in the attachment to this memorandum. Those involving many schools are:

ALICE F. CASEY AWARDS

All elementary schools

CHARLOTTE FELLMAN AWARDS MARY DOROTHEA

All elementary and middle
schools

DEVEREAUX AWARDS

List attached

SAMUEL GROSS DAVIS AWARDS

List attached

MATHEMATICS AWARD

All schools

MARY C. MCLAUGHLIN AWARD

All schools K-12

MARY GRASSA O'NEILL AWARD

All schools 1-12

Principals and heads of schools are responsible for knowing the eligibility of their schools and students for scholarships and awards, for ensuring that recipients of awards have been appropriately selected, and for following procedures for the disbursement of the awards. Please submit your requests to the Chief Financial Office as soon as possible but no later than May 31, 2024. Late requests will not be processed.

ELIGIBILITY FOR AWARDS

See the following pages for a list of awards by level and school and for a description of awards listed in alphabetical order.

SELECTION PROCEDURES

In addition to criteria specific to each trust, equal opportunity policies apply to selection procedures.

- Teachers, or a committee of teachers, recommend a nominee.
- The head of school or principal approves nomination(s).

DISBURSEMENT PROCEDURES

- Provide the information required for the award on the attached application form OR on the letterhead of the school, signed by the principal/head of school. If schools are eligible for more than one award, use separate letterhead for each award.
- Submit the memorandum to the Chief Financial Office by May 31, 2024; late submissions will not be funded.
- Checks will be sent directly to the recipients at the address provided by the school. Checks cannot be issued without a Social Security number. All monetary awards are disbursed through the City of Boston Trust Office.
- Present the awards at a suitable ceremony developed within each school.
- Maintain records of receipt of awards. Schools should maintain records of receipts by students, and copies of all submissions. If it is not possible to obtain a signature, maintain a dated record of the name, address and method of transmittal. Documentation of receipts should be available upon request.

TRUST AWARDS

Aznive	Grace N. Aznive
Casey	Alice F. Casey
Davis	Samuel Gross Davis
Devereaux	Mary Dorothea Devereaux
Fellman	Charlotte Fellman
Franklin	Benjamin Franklin
GeorgeAnna	Judson George
Goldberg	Jacob Goldberg
Goulston	Edward J. Goulston
Hoffman	Ensign David A. Hoffman
Latin	Latin School Prize
Lawrence	Lawrence High School
Lawrence Latin	Lawrence Latin School
Mathematics	Mathematics Award
McLaughlin	Mary McLaughlin
Morrison	Helen C. Morrison
Grassa O'Neill	Grassa O'Neill

TRUST AWARDS BY SCHOOL

ELEMENTARY SCHOOLS

All Elementary Schools	Alice F. Casey
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	Charlotte Fellman Mathematics Achievement Mary McLaughlin Reading Mary Grassa O'Neill
Mason Elementary	Samuel Gross Davis
Tobin K-8	Samuel Gross Davis
Eliot K-8	Jacob Goldberg
Winship Elementary	Mary Dorothea Devereaux
Ellis Elementary	Samuel Gross Davis
Hale Elementary	Samuel Gross Davis
Hennigan Elementary	Samuel Gross Davis
Higginson/Lewis K-8	Samuel Gross Davis
J. F. Kennedy Elementary	Samuel Gross Davis
Trotter Elementary	Samuel Gross Davis

MIDDLE SCHOOLS

All Middle Schools	Mary Dorothea Devereaux Charlotte Fellman Mathematics Achievement Mary McLaughlin Reading Mary Grassa O'Neill
Dearborn Middle	Samuel Gross Davis
Higginson/Lewis K-8	Samuel Gross Davis
Timilty Middle	Samuel Gross Davis

HIGH SCHOOLS

All High Schools	Mary Dorothea Devereaux Grace Aznive Art Scholarship Franklin Medal Mathematics Achievement Mary McLaughlin Reading Mary Grassa O'Neill
Boston Latin School	Samuel Gross Davis Lawrence Latin School Latin School Prize
Boston Latin Academy	Samuel Gross Davis
Brighton High	Anna Judson George

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English High	Edward J. Goulston Lawrence High School Fund
Madison Park High/Technical/ Vocational High School	Samuel Gross Davis
O'Bryant School of Mathematics & Science	Samuel Gross Davis Helen C. Morrison
Carter School	Samuel Gross Davis

TRUST AWARD DESCRIPTIONS

AZNIVE ART SCHOLARSHIP FUND in memory of Grace Aznive, a former BPS teacher, was established in 1955. The scholarship is for outstanding seniors planning to attend art school. Please call 617-635-6769 for more information.

CASEY AWARD in honor of Alice F. Casey, a former associate superintendent of the Boston Public Schools, was established 1977.

Eligibility:	All elementary schools, one student in each classroom, grades 1-5
Criteria:	Elementary students who have demonstrated the highest degree of social and academic growth during the school year and have shown outstanding and positive attitudes toward classmates of all racial and ethnic backgrounds while promoting a positive spirit of integration within their classroom and school community. Current satisfactory grades in conduct and effort and improved grades in class work or report card; concern for students and staff; participation in school activities; helpful and enthusiastic attitude; recognition of rights of others.
Award:	Alice F. Casey Certificate
Submit:	Submit request to Chief Financial Office on school letterhead, with number of certificates needed.

DEVEREAUX AWARD is a gift of Mary Dorothea Devereaux, formerly a Boston Public Schools teacher, established in 1965.

Eligibility:	One girl and one boy in the graduating class of the following schools: <ul style="list-style-type: none">• All high schools• All middle schools• Winship Elementary School
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Criteria:	For students who, as a result of the tutelage of their teachers, have exhibited exemplary personal development and growth of character. Under no circumstances shall scholastic achievement or athletic ability be used as criteria.
Award:	\$25 check, issued by the City of Boston Treasury Department.
Submit:	Submit request to Chief Financial Office on school letterhead with names, addresses, dates of birth, student numbers and Social Security numbers of recipients.

FELLMAN AWARD is in honor of Charlotte Fellman, a former associate director of music, established 1984.

Eligibility:	Two graduating eighth grade students from each middle school and each K-8 school and one graduating fifth grade student from each elementary school.
Criteria:	Outstanding talent and positive social attitude toward classmates of all racial and ethnic backgrounds; participation in the musical life of the school or community; interest in continuing in music; outstanding musical talent and helpful and enthusiastic attitude toward classmates.
Award:	Certificate of Recognition
Submit:	Submit request to Chief Financial Office on school letterhead, with number of certificates needed.

FRANKLIN CERTIFICATE is a gift of Benjamin Franklin.

Eligibility:	All high schools
Criteria:	High rank in scholarship and conduct
Award:	A certificate
Submit:	Nominating procedure, and name and address of recipients. Nominations submitted to the Guidance Department.

GEORGE SCHOLARSHIP is in memory of Anna Judson George and was established 1923.

Eligibility:	A graduating senior from Brighton High School
Criteria:	For excellence in English, to be used for their higher education
Award:	\$225 check payable to recipient
Submit:	Submit request to Chief Financial Office on school letterhead with names, addresses, dates of birth, student numbers and Social Security numbers of recipients.

GOLDBERG TRUST is in honor of Jacob Goldberg upon the occasion of completion of 50 years of outstanding service to his employer, W. M. Filene & Sons Company. This trust was established in 1962.

Eligibility:	A member of the graduating class of the Eliot School
Criteria:	For leadership qualities
Award:	\$400 check payable to recipient
Submit:	Submit request to Chief Financial Office on school letterhead with name, address, date of birth, student number and Social Security number of recipient.

GOULSTON AWARD is in memory of Edward S. Goulston and was established in 1929.

Eligibility:	A member of the graduating class of English High School
Criteria:	Deserving pupil to be used for their higher education
Award:	\$250 check; payable to recipient
Submit:	Submit request to Chief Financial Office on school letterhead with name, address, date of birth, student number and Social Security number of recipient.

HOFFMAN SCHOLARSHIP is in memory of Ensign David A. Hoffman and was established in 1920.

Eligibility:	A member of the graduating class of East Boston High School
Criteria:	A scholar who most nearly combines the highest attributes of an all around student in studies, athletic ability and morality.
Award:	\$175 check; payable to recipient
Submit:	Submit request to Chief Financial Office on school letterhead with name, address, date of birth, student number and Social Security number of recipient.

LATIN SCHOOL PRIZE is for the encouragement of scholars at Boston Latin School.

Eligibility:	Students from Boston Latin School
Criteria:	Excellence in scholarship
Award:	\$250 total available, check payable to student(s)
Submit:	Submit request to Chief Financial Office on school letterhead with name, address, date of birth, student number and Social Security number of recipient.

LAWRENCE HIGH SCHOOL FUND is from a gift of Abbott Lawrence in 1844.

Eligibility:	Students from English High School
Criteria:	High rank in various subjects of the course of study
Award:	\$525 total available, checks payable to the student(s)
Submit:	Submit request to Chief Financial Office on school letterhead with name, address, date of birth, student number and Social Security number of recipient.

LAWRENCE LATIN SCHOOL FUND is from a gift of Abbott Lawrence in 1845.

Eligibility:	Students from Boston Latin School
Criteria:	High rank in various subjects of literature and science
Award:	\$475 total available, checks payable to the student(s)
Submit:	Submit request to Chief Financial Office on school letterhead with name, address, date of birth, student number and Social Security number of recipient.

MORRISON FUND is a legacy of Helen C. Morrison, established in 1972.

Eligibility:	Students from Technical High Schools
Criteria:	To assist worthy and needy students at technical high schools; funds can be used either to assist students currently attending technical high schools in Boston or as scholarships at an institution of higher learning.
Award:	\$2,525 total available; check(s) payable to recipient(s)
Submit:	Submit request to Chief Financial Office on school letterhead with name, address, date of birth, student number and Social Security number of recipient.

MARY GRASSA O'NEILL WRITING AWARD: The Boston School Committee and Superintendent Mary Skipper wish to award certificates to selected students in recognition of achievement in writing. Schools should make requests for certificates directly to the Program Director/ELA, OPL@bostonpublicschools.org. These certificates will be sent directly to your school, and the schools will complete the certificates for distribution to selected students.

MATHEMATICS ACHIEVEMENT AWARD: The Boston School Committee and

Superintendent Mary Skipper wish to award certificates to selected students in recognition of achievement in mathematics. Schools should make requests for certificates directly to the Program Director, Mathematics, OPL@bostonpublicschools.org. These certificates will be sent directly to your school, and the schools will complete the certificates for distribution to selected students.

MARY C. MCLAUGHLIN READING AWARD: The Boston School Committee and

Superintendent Mary Skipper wish to award certificates to selected students in recognition of achievement in reading/language arts. Schools should make requests for certificates directly to the Program Director/ELA, OPL@bostonpublicschools.org. These certificates will be sent directly to your school, and the schools will complete the certificates for distribution to selected students.

SUMMARY OF SIGNIFICANT DATES AND DEADLINES

Date	Activity
May 31, 2024	All requests must be submitted to the CFO.

For more information about this circular, contact:

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Owner:	Special Assistant to the Chief of Finance
Department:	Chief Financial Office
Mailing Address:	2300 Washington Street, Roxbury, MA 02119
Phone:	617-635-9485
Scan Documents to	finance-staff@bostonpublicschools.org
Email:	finance-staff@bostonpublicschools.org

Mary Skipper, Superintendent

ATTACHMENT:

Application for Awards form

APPLICATION FOR AWARDS

This form may be used for each student receiving a cash / savings bond award; or submit a typewritten list on school letterhead with all of this information. No student may receive a check or savings bond without a Social Security number.

TITLE OF AWARD:

STUDENT'S NAME:

STUDENT'S STREET ADDRESS

 APT.#:

CITY OR TOWN:

 ZIP CODE:

STUDENT'S DATE OF BIRTH

STUDENT'S SSN:

STUDENT'S ID NUMBER:

SCHOOL:

SCHOOL STREET ADDRESS:

CITY OR TOWN: _____ ZIP CODE: _____