



A FUND FOR ALL TIME

THE COMMUNITY FOUNDATION
FOR THE
OHIO VALLEY, INC.

2010-2011
SCHOLARSHIP APPLICATION PACKET



SCHOLARSHIP GUIDELINES

The Community Foundation for the Ohio Valley, Inc. administers many different funds for the benefit of residents of Ohio, Marshall, Brooke, Tyler and Wetzel counties in West Virginia and Belmont, Monroe and Guernsey counties in Ohio pursuing education in a post-secondary setting.

The Community Foundation uses the same application for all of the scholarships for which we make the selection. Each scholarship fund has its own selection criteria to evaluate and determine scholarship awards. **We make the selection for the IAFF Local #12 Scholarship, the FOPA Scholarship, the N. Elizabeth Elbin Scholarship, the Orrick, Herrington & Sutcliffe GOC Scholarship, the Polish American Political Club Scholarship and the Helen Biery Memorial Scholarship.** Many scholarships use their own application form and/or require additional information. Please refer to The Community Foundation's current list of scholarship funds for specific selection criteria and additional necessary attachments. Scholarships are awarded to the student, but paid to the student's educational institution.

STUDENT CRITERIA AND INFORMATION

- 1) The student must have applied to one or more accredited post-secondary institutions or have been accepted by same or must be currently enrolled in a college or university at the time of application.
- 2) The student must submit the following as part of the completed application package:
 - a) This complete application form
 - b) One sealed recommendation
 - c) A copy of an official authorized high school or college transcript. A GED certificate may be substituted in some situations
 - d) SAT or ACT test scores.
 - e) Copies of letter(s) from colleges or universities accepting a student or letters acknowledging receipt of an application.
 - f) Specific essays or unique requirements of a fund (some require an essay or other certification)
- 3) The Community Foundation has the right to request any additional materials from the student applicant.
- 4) For those scholarships that are renewable, a renewal application must be submitted each year.
- 5) Scholarships are for full-time residents of Ohio, Marshall, Brooke, Tyler and Wetzel counties in West Virginia or Belmont, Monroe or Guernsey counties in Ohio, studying on a full-time basis, unless otherwise noted.

TIMELINE

1. Completed application packages must be **delivered to The Community Foundation for the Ohio Valley (or postmarked) no later than March 8, 2010.**
2. Applicants will be advised of the status of their request not later than June 1, 2010.
3. Scholarship awards will be mailed after August 1, 2010.

APPLICATION CHECKLIST

- This completed application form
- One **sealed** letter of recommendation
- Official school transcripts
- Proof of enrollment or acceptance
- IRS 1040
- Special essays or scholarship fund requirement certifications

RETURN APPLICATION TO:

Community Foundation for the Ohio Valley
PO Box 670
Wheeling, WV 26003

Before completing this application, read the instructions. Complete all items below. If you are unable to provide the information requested, state the reason in the space provided or attach a letter of explanation. The applicant assumes responsibility for ensuring that all requested information is sent as a complete packet and is received by 5:00 p.m. or postmarked by March 8, 2010. All application materials must be sent together as a single packet and the application must be either computer prepared or *neatly* hand printed. The Foundation assumes no responsibility for procuring the necessary information.

SCHOLARSHIP APPLICATION FORM

Section I - Scholarship Fund Criteria

Below, check one (1) Scholarship Fund for which you are applying. **Complete this form for EACH scholarship for which you apply.** Please refer to the 2010 Scholarship List for the criteria associated with each Fund. Only apply for scholarships for which you qualify.

- | | |
|---|---|
| <input type="checkbox"/> IAFF Local #12 Scholarship | <input type="checkbox"/> Orrick, Herrington & Sutcliffe GOC Scholarship |
| <input type="checkbox"/> FOPA Scholarship | <input type="checkbox"/> Polish American Political Club Scholarship |
| <input type="checkbox"/> N. Elizabeth Elbin Scholarship | <input type="checkbox"/> Helen Biery Memorial Scholarship |

Section II - Personal Information

Name: _____

Permanent Address: _____
Street or PO Box City State Zip

What county do you live in? _____

Date of Birth: ____/____/____ Sex: Male Female

Telephone: Evening (____) ____ - ____ Day (____) ____ - ____

Email: _____

Name of Parent(s) or Guardian(s) [if under 21]: _____

Telephone: Evening (____) ____ - ____ Day (____) ____ - ____

I have read the "Application Guidelines" and understand both submission procedures and deadline requirements.

Signature _____ Date _____

Section III - Academic Information

Class you will enter in the fall of 2010: Freshman Sophomore Junior Senior
 Other (specify) _____

Name of high school currently attending: _____

Cumulative GPA: _____

Name of high school counselor: _____

High School Phone Number: (____) ____ - _____

If diploma attained via GED, indicate City/State and date obtained: _____

Name of school in which you plan to enroll or are currently enrolled:

Name of College City State

List the dates (month/year) you expect to begin and complete your degree program:

Enter: _____ Graduate: _____

GPA (if currently enrolled): _____

Do you plan to live: on campus off campus commute from home unknown

Have you been accepted? yes no

Include a copy of letter from the school acknowledging receipt of your application or offering you enrollment

Anticipated major or area of study: _____

Will you be applying for the "Promise Scholarship" for the 2010-2011 academic year? Yes No

Did you receive the "Promise Scholarship" for the 2010-2011 academic year? Yes No

List the name of your reference and relationship. Your sealed letter must accompany this application.

Financial Form

You are a dependent student if you are under 24 years of age and do not meet any of the following criteria: (1) a ward of the court; (2) married and living away from your parents; (3) have not been claimed by your parents for tax purposes for two consecutive years and have earned at least \$4,000 in each of those two years; (4) served in the military.

If you are a **dependent student**, please have your parents complete this form using information from their 2009 Federal Income Tax Return. If your parents have not filed taxes by the time they are filling this out, they must use estimated numbers for 2009 and include a copy of 2008 IRS Form 1040. If you are **independent**, information about you and your spouse (if applicable) must be included. You do not need to supply information from your parents. Figures should be taken from your 2009 Federal Income Tax Return. If you have not filed taxes by the time you are filling this out, you must use estimated numbers for 2009 and include one copy of your 2008 IRS Form 1040. Please include only a **copy** of your income tax return. ***This form is not necessary for the IAFF and FOPA.***

I am using numbers from my 2009 tax return

I am using estimated numbers from my 2009 tax return and I am sending a copy of my 2008 return

I am a dependent (complete both columns)

I am independent (complete Student Column only)

1. Annual Adjusted Gross Income \$ _____

2. Annual income earned from work done by Father \$ _____ Student \$ _____

Mother \$ _____ Spouse \$ _____

Parent(s) **Student**

3. Untaxed income/benefits (AFDC, ADC, SSI, etc.) \$ _____ \$ _____

List source of benefit _____

4. Cash, savings, stocks, bonds, CDs, etc. \$ _____ \$ _____

(exclude retirement funds, i.e. IRA)

5. Net value of real estate holdings not used as a \$ _____ \$ _____

primary residence (market value less mortgage balance)

6. List other sources of financial aid and amounts (including scholarships, loans) which you have been awarded:

7. Total number in household: _____ Total number of children attending college during the 2009-2010 year: _____

Father's occupation _____ Applicant's occupation _____

Mother's occupation _____ Spouse's occupation _____

Parents' current marital status: single married separated divorced widowed

Applicant's current marital status: single married separated divorced widowed

Certification: I (we) certify that all the information on this form is true and complete to the best of my (our) knowledge. If asked by any authorized official of the Community Foundation for the Ohio Valley, I (we) agree to give documentation for information given on this form. I (we) realized that failure to comply with a request for further information may prevent the applicant from receiving any aid. I have attached one copy of my most recent IRS Form 1040.

Applicant's signature _____ Date ____/____/____

Parent or spouse signature _____ Date ____/____/____

On a separate sheet, please note any extenuating circumstances for a significant change in income since your 2008 tax return.

Grade Certification Form

We must receive the correct transcripts or the application will not be reviewed.

This section is to be completed by an advisor/counselor. GPA information should be on a scale of 4.0 only. Only transcripts with the fall semester (August 2009 – January 2010) information will be accepted and must be included with the application. If transcripts are not available until the end of January 2009, the student must wait and send them and the application at that time. This certification form is to be included in the complete scholarship application packet.

Student's Name: _____

School Name: _____

At the close of the most recent semester (January 2010), the applicant ranked _____ in a class of _____

At the close of the most recent semester (January 2010), the applicant's cumulative GPA was _____ on a scale of 4.0.

SAT Scores: Verbal _____ Math _____ Writing _____ Combined _____

ACT Scores: English _____ Math _____ Reading _____ Science Reasoning _____ Composite _____

Person completing this form: _____ Title: _____

Signature: _____ Date: ____/____/____

**A TRANSCRIPT INCLUDING FALL SEMESTER
2009 GRADES MUST ACCOMPANY THIS APPLICATION**

DO NOT SEND THIS INFORMATION SEPARATELY!

Letter of Recommendation

When selecting someone to complete your recommendation, select someone who will be thorough in the review of your character. Select someone who knows you (and your family) well and will be able to give a candid and unbiased evaluation. **Your recommendation must be completed by someone other than your parents, immediate family or school counselors.** In the past, recommendations have been written by ministers, coaches, employers, supervisors, neighbors, teachers, or a friend of the family.

The letter of recommendation must be returned to us signed and in a sealed envelope along with your application. Any recommendation received with a broken seal will be rejected. A representative from the scholarship committee may call you with additional questions.

Criteria that the evaluator may consider when writing your recommendation letter include the following:

- Academic performance
- Personal character
- Leadership qualities
- Determination to succeed
- Community service
- Clear plan for attaining educational goals
- Relationships with others
- Overall comparison to classmates/peers

The evaluator should also provide a brief statement as to why he or she thinks you are most deserving of the scholarship.

Personal Essay

On a separate sheet of paper, please take the time to prepare a well developed, well written, grammatically correct personal essay. This is your opportunity for the Scholarship Committee to get to know you as an individual. While GPA, ACT/SAT scores, financial need, etc. are important selection criteria, a good essay often sets one student apart from others who are equally qualified. The essay is to be limited to one page in length. You may want to write about an interest you have, a challenge you've met (or haven't been able to meet) or something that you are passionate about. The objective is to give you a chance to tell us about another dimension of you not previously revealed. There is no "correct" way to develop and prepare this essay. In writing about something that matters to you, you will convey a sense of yourself that will provide invaluable information during the evaluation process.

The essay must be typewritten (either on a typewriter or personal computer) and included with the complete application packet. Spelling and grammar DO matter – if you cannot take the time to submit a grammatically correct essay, what guarantee is there that you will take the time necessary to receive full advantage from your college education? If you are concerned that your writing skills are not what they should be, we suggest that you have a teacher or counselor proof-read your essay for grammatical and spelling accuracy.