

**Janice M. Scott Memorial Scholarship Fund (JMSMSF)**  
**High School Academic Year 2012/2013 Scholarship Criteria Sheet**

**I. Qualification/Eligibility**

- a. US Citizen or permanent resident of US
- b. GPA of 3.0/equivalent or higher (out of a 4.0 scale)
- c. High School Senior who will matriculate full-time at a US accredited four-year college or university within the fifty states or District of Columbia starting at the beginning of the fall semester or quarter of 2013.
- d. Have demonstrated leadership abilities through participating in community services or other extra curricular activities
- e. Combined adjusted income of the parents cannot exceed \$100,000.

**II. Required Documentation**

- a. **Application-** Each candidate must submit a complete and timely application. An application will be considered incomplete and not processed if all instructions have not been followed or the material presented is insufficient to permit an adequate review. Do not send supplemental or corrected material after the deadline date. Applications must be typed or completed with the use of a black/blue writing ink pen. The staff of the JMSMSF will not accept any application packet or portion thereof that is filled out with a pencil. Application and required documents should be neat and easy to read. Materials should be impeccable in terms of appearance and legibility. Mail the complete application packet so that it is received or postmarked on or before the deadline date of March 31, 2013. Application packet should be mailed to:

Janice M. Scott Memorial Scholarship Fund  
ATTN: Abraham Scott  
Post Office Box 1023  
Springfield, Virginia 22151

- b. **Official Transcript-** An official copy of the applicant's high school transcript provided by the high school staff in a sealed envelope must be included in the application packet. Submission of an application along with the required documents for this scholarship constitutes your authorization for the JMSMSF Scholarship Selection Committee to review your academic record.
- c. **Letters of Recommendation** – Each packet must include two letters of recommendation (LOR). One of the letters must be from a faculty member who has taught the applicant in the classroom. Each LOR must include the reference's name, address, telephone number, and information regarding how long and in what capacity he or she has known the applicant.
- d. **Financial Document** – The submission packet must include a copy of the applicant's Student Aid Report from the Department of Education or FAFSA. If either one of these reports is not available, the applicant can submit a copy of his/her parent(s) 2012 (WILL NOT ACCEPT 2011 OR ANY OTHER PRIOR YEAR'S INCOME TAX RETURNS) income tax return (Submit only the front and back of the 2012 IRS Form 1040 or IRS Form 1040 EZ).
- e. **High School Senior Picture** - A high school senior picture or a picture taken above the waistline and in color. The picture must be an original or printed on official photo paper. Do not submit any picture taken at an angle. Applicant is required to print his/her full name on the reverse-side of the picture.
- f. **Essay** – Each candidate must provide a 500-1000 word essay focusing on "Describing his or her planned undergraduate study and how he or she plans to apply it upon graduation". Essay technical

requirements: double space, 11 point font size, one (1) inch margin on all sides, submit original only, submit in English, and certify authorship/originality at the end of the essay. The essay will be evaluated on originality, content, thought provoking ideas, innovation, and concepts previously unpublished. Applicant must certify the authenticity or /propriety ship of the writing at the end of their essay by affixing the below statement and then signing beneath it.

“I certify that I personally wrote this essay”

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Signature

- g. Application Submission Instructions: Do not staple or place paper-clips on any documents in the submission packet. White-out or line-through with an ink-pen any sensitive information such as social security numbers on any documents in the application submission packet.

## Janice M. Scott Memorial Scholarship Fund Application

You are to submit all documentation to The Janice M. Scott Memorial Scholarship Fund, ATTN: Mr. Abraham Scott, Post Office Box 1023, Springfield, Virginia 22151

I, \_\_\_\_\_ have read and understand the requirements of the Janice M. Scott Scholarship Fund application submission process. I authorize school personnel of my high school to release transcripts of my academic record and other information requested for consideration by the Janice M. Scott Memorial Scholarship Fund Scholarship Selection Committee. I understand that this application will be made available only to qualified individuals who need to see it in the course of their duties. I waive the right to access any sealed prepared and/or written documents in support of my application submission process. If selected for a scholarship, I agree to allow my photo and mini-BIO be posted on the Janice M. Scott Memorial Scholarship Fund's website. I also affirm the information contained herein is true and accurate to the best of my knowledge and belief.

Date \_\_\_\_\_ Signature \_\_\_\_\_ \*

Legal name in full (Print/Type)	Last Name		First Name		M.I.
	Address of Permanent residence				
Number, Street, and Apartment Number					
City		State	ZIP		
Name of your High School					
School Name					
Address of High School					
Address		State	ZIP		
<input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other			Home telephone: (    )		
			School telephone: (    )		
			E-mail address:		
Class Rank: Number _____ out of a total of _____ Seniors		Date of birth	Age		
		Month/Day/Year			
(Check one) I am a <input type="checkbox"/> US citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Resident alien expecting citizenship by the date of award					
Current cumulative GPA		On a scale of			

Number of member(s) in household \_\_\_\_\_. Number of member(s) in household who will be attending college during the fall semester \_\_\_\_\_.

\*Parent or Legal guardian's signature is required if applicant is under 18 years of age.

Name:

1. List high school activities (student government, sports, publications, school sponsored community service programs, student-faculty committees, arts, music, etc.) List in descending order of significance.

High School Activities

Dates

Offices

2. List public service and community or civic activities (homeless services, environmental protection/conservation, advocacy activities, work with religious organizations, etc). Do not repeat items listed previously. List in descending order of significance.

Activities/type

Of work

Role/employer

Dates

# of Weeks Active/Average  
number of hours or weeks

**3. List part-time/full-time jobs, non-government interns, and government activities (internships with government agencies, partisan political activities, ROTC, municipal boards, and commissions). List student government under item**

**4. List awards, scholarships, publications or special recognitions that you have received. List in descending order of significance.**