

## Application for the ACSA Region 12 High School Scholarship Program

Please follow all directions carefully and observe deadlines.

**Note: An application emailed after 11:59 PM on the due date may not be accepted. Incomplete applications will not be accepted.**

Eligibility: Scholarships are limited to children or grandchildren of current ACSA Region 12 members.

After completing the application, rename it and save it to your computer.

Email it to: [acsareg12@gmail.com](mailto:acsareg12@gmail.com). This account is managed by the region consultant: Michelle Wavering.

You may use this checklist to ensure that all sections have been completed.

- |   |   |
|---|---|
| <input type="checkbox"/> Scholarship Application      | General information about yourself, your academics, activities and honors.  |
| <input type="checkbox"/> Autobiographical Essay       | Include information about your life goals, activities, experiences etc.   |
| <input type="checkbox"/> One Letter of Recommendation | The recommendation letter is required. It may be from a school employee, an employer, or a community member. It may not be from a relative. |
| <input type="checkbox"/> Transcript                   | An unofficial transcript of your grades must be included, as well.  |

### ADDITIONAL INFORMATION

**Selection:** A selection committee shall be appointed by the Past President of Region 12 consisting of at least three members of the Executive Board. This committee shall set the criteria for the application, processing and selection.

**Submissions:** All applications shall be submitted via email to the region gmail account by the stated deadline.

**Notification:** All scholarship candidates shall be notified by the region's Past President regarding decisions of the selection committee.

**Scholarships Amounts:** ACSA Region 12 will select several scholarships recipients (exact number depends on current budget) to receive \$1,000 each. An additional \$1,000 scholarship will also be selected and will be sponsored the the Retired Educational Managers charter of ACSA Region 12. All selected recipients will be feted and presented with their scholarship checks at the Spring Celebration Awards dinner each year. Winners will be notified by email of the date, time, and location of the event.

**Questions** about the selection process: Contact [acsareg12@gmail.com](mailto:acsareg12@gmail.com)

## General Applicant Information

Candidate's Email

First Name

Last Name

Phone Number with Area Code. No Punctuation/spaces (e.g. 9091234567)

Street Address

City

5- Digit Zip Code

Anticipated Major or Career Objective

ACSA Region 12 Member's Full Name (parent or grandparent)

Member's Place of Employment and Assignment

School Activities (indicate class year, memberships, societies, athletics, offices held, awards etc.)

Confine answers within box boundaries.

Community Activities (civic committees, church groups, Scouting, tutoring of others, charitable work/ fundraising, political groups, election campaigning, awards outside of school etc.) Confine answers within box boundaries.

Employment (Be specific, giving job titles and responsibilities, name of firm, length of employment, hours worked per week etc.) Confine answers within box boundaries.

Other Honors Received or Distinguished Accomplishments. Confine answers within box boundaries.

The next full page is dedicated to your autobiographical essay. Your autobiography should give the selection committee insight into you as a person, as well as your future personal, educational, and vocational goals. The committee is interested in knowing you beyond what has already been stated above. A well-written, detailed essay will be to your benefit in the selection process. Please include any interesting, unusual, or goal-shaping experiences you have had. Outstanding accomplishments previously stated may be elaborated upon, but do not merely provide a long list of extracurricular activities. (These can be stated earlier in the application.) Please include a description of how you spend your "free time," that is, time not spent studying or reading for school. If you have an interesting or unusual hobby or part-time job, you may include a description of it. The autobiography should be written in narrative form and all text should be contained within the box provided.

If you type beyond the allowed box (a "+" sign may appear), overflow text will not print and may be lost when the document is emailed so stay within the confines of the space.

## **Autobiographical Essay**

See instructions on previous page. Text is set to auto and will adjust it's size to your answer.

## **Letter of Recommendation**

Your recommender may type his/her letter directly into this box, you may attempt to cut and paste it from another document into this box, or the letter may be attached to the email submission as a separate file. Text is auto and will adjust to the size of your answer.

## Transcript

Please scan and email a copy of your most current high school transcript as an attachment along with this completed application form. Do not attempt to cut/paste a scanned copy directly into this document. Transcripts need not be "official."



If you have any questions about the form or submittal process, please email the ACSA Region 12 Consultant, Michelle Wavering at [acsareg12@gmail.com](mailto:acsareg12@gmail.com). All questions about the selection process need to be emailed to the region's Past President.