

SCHOLARSHIP APPLICATION

INSTRUCTION PACKET

TABLE OF CONTENTS

Types of Scholarships and Criteria	Page 1
The Process	Page 2
Procedure for Receiving Scholarships	Page 3
Application Checklist	Page 4
Application	Page 5
Financial Needs Form	Page 6

All applications are available and reviewed without discrimination on the basis of race, color, religion, sex, national origin, age, disability, or genetic information.

KANSAS BUSINESS AND PROFESSIONAL WOMEN'S EDUCATIONAL FOUNDATION INC.

Types of Scholarships and Criteria

Must be a high school graduate at the time the scholarship funds are disbursed, and meet other criteria:

UNDERGRADUATE SCHOLARSHIP – available to an incoming college freshman, sophomore, junior or senior enrolled in a four-year academic program at an accredited college or university.

ELSIE BORCK HEALTH CARE SCHOLARSHIP – available to an individual who is at least a college freshman, and is obtaining a degree (i.e., an associate degree or above) to practice in **Kansas** in one of the health professions.

DENA NIGUS MEMORIAL SCHOLARSHIP – available to a college junior, senior, or graduate student, who is preparing to teach in Kansas. Special consideration is given to persons preparing to teach special education.

PEGGY BRANT MEMORIAL SCHOLARSHIP – available to an incoming Freshman, Sophomore, Junior or Senior majoring in business or music at any technical, community college or university. Special emphasis will be placed on applicants who are managing their finances towards financial independence.

FRAN GRAHAM LPN SCHOLARSHIP – available to an individual who is preparing to be or is an LPN student.

May be enrolled in high school and college classes concurrently:

CAREER PREPARATORY SCHOLARSHIP – is available to an individual enrolled in a one- or two-year academic/career/vocational/technical program that will qualify them for immediate employment or transfer to a four-year undergraduate program.

CAROL NIGUS LEADERSHIP SCHOLARSHIP – is available to an individual who is enrolled in a **Kansas** school of higher education and has demonstrated an extensive record of public and community service, with outstanding leadership potential. **The applicant must provide a written summary of their involvement in community affairs.**

The following scholarships have additional requirements. May be in the work force—not necessarily attending college classes at the time of application:

CAREER DEVELOPMENT SCHOLARSHIP – is available to an individual who has a career and wants to broaden her/his education and/or increase her/his earning ability.

MARA CRAWFORD PERSONAL DEVELOPMENT SCHOLARSHIP – is available to a woman who is already in the workforce and has a desire to better herself and her family. The applicant must have graduated from high school more than five years prior to applying for this scholarship. The applicant may be seeking a degree in any field of study and may be attending a four-year, two-year, vocational, or technological program. Preference will be given to applicants who demonstrate that they have serious family responsibilities and obligations.

DR. SHARON WIBER YOUNG CAREERIST SCHOLARSHIP – available to a Young Careerist, person 18-35 years of age who is pursuing subjects that increase employability skills. Preference is given to members of BPW Kansas.

DR. LEWANN SCHNEIDER INDIVIDUAL DEVELOPMENT SCHOLARSHIP – available to an individual who has completed the Individual Development course or a similar Professional Development course. It may be used to update or continue their career through education, attend a seminar or workshop, or to attend the Kansas BPW conferences or state convention. **The applicant must provide proof of completion of the Individual Development course by providing a certificate of completion.**

HALL OF FAME SCHOLARSHIP PROGRAM – Criteria and availability are determined on year-to-year basis.

KANSAS BUSINESS AND PROFESSIONAL WOMEN'S EDUCATIONAL FOUNDATION INC.

THE PROCESS

1. **THE SCHOLARSHIP APPLICATIONS ARE AVAILABLE UNDER THE FOUNDATION TAB ON THE BPW/KS WEBSITE. THIS MAY BE REPRODUCED, OBTAINED FROM THE KANSAS BPW EDUCATIONAL FOUNDATION BOARD OF DIRECTORS, THE KANSAS BPW WEBSITE or LOCAL BPW/Kansas MEMBERS.**
2. Each local organization president or member at large should publicize the availability of scholarships through the Kansas BPW Educational Foundation, Inc. to secure applicants.
3. The local organization electronically distributes the applications as requested and informs the applicants that applications should be returned to the local organization by **DECEMBER 31 OR EARLIER**.
4. The applicant sponsor must check the applications to determine if the applicants meet the criteria for the scholarship(s) marked on the application. The sponsor investigates the applicant's character, scholastic ability, and financial need. After it has been determined that the qualifications have been met, the sponsor signs the application(s). **APPLICATION MUST BE EMAILED TO THE PRESIDENT OF THE KANSAS BPW EDUCATIONAL FOUNDATION BY THE FEBRUARY 1ST DEADLINE.**
5. The applicant sponsor will complete an application checklist for each application submitted. This checklist will be useful for the applicant sponsor and the President of the Foundation when determining if the application is complete.
6. An applicant submits one application and may apply for more than one scholarship by marking the appropriate boxes on the lower half of the first page of the application. The applicant must meet the criteria of the scholarship they have marked and complete all requirements on the application.
7. The applicant sponsor may submit as many qualified applications as approved. The applicant sponsor must sign the Sponsor's statement on the bottom of the *Financial Needs Form* of each approved application.
8. Applicants may receive only one award during the current year. They may apply again in subsequent years.
9. An Electronic version of the signed application is sent to the president of the Kansas BPW Educational Foundation, Inc. **EMAILED ON OR BEFORE THE DEADLINE OF FEBRUARY 1ST**. The applicant sponsor keeps one (1) copy of the application for its files. If electronic submission is not possible, a hard copy may be submitted. It must be postmarked on or before the February 1st deadline. **Electronic submissions must be in one pdf file per applicant.**
11. Any applications postmarked after the February 1st deadline will be disqualified and will not be considered for scholarships.
12. The Kansas BPW Educational Foundation Board of Directors selects the recipients from the applications submitted. All applicants, and their sponsors, are notified as soon as possible after selections have been made of their status in the competition by the President of the Board of Directors of the Foundation.
14. The recipients should plan to attend the Foundation banquet in conjunction with a Kansas BPW function held each year. The Foundation will provide the recipient's meal. **Recipients will be expected to make a brief speech.**
15. Immediately following the annual Foundation election at the Kansas BPW State Convention, the President of the Foundation will write the recipients and the sponsor, introducing the Board of Directors for the new year, giving addresses for each.
16. Sponsors should keep in contact with scholarship recipients and should invite them to join BPW. **REMINDER: SUBMIT ONLY QUALIFIED APPLICATIONS BY FEBRUARY 1ST DEADLINE.**

PROCEDURE FOR RECEIVING SCHOLARSHIPS

1. The recipient shall confirm enrollment plans with the treasurer of the Kansas BPW Educational Foundation, Inc. by May 1 for summer classes, August 1 for fall classes, January 1 for spring classes or as soon thereafter as possible by having the college/university verify the recipient's enrollment. Upon verification of enrollment, a check will be sent to the recipient.
2. Recipient must provide the treasurer of KBPWEF with updated addresses (mail and email) and phone numbers to facilitate the transfer of funds and verification of enrollment.

SCHOLARSHIP APPLICATION CHECKLIST

Place a checkmark or X in the space next to each item when completed. Remember to attach this checklist to the front of the original copy of the application. Only one application checklist is needed for each applicant. Check the appropriate box on the application for each scholarship for which the applicant is applying.

Qualifications:

- Applicant will be a High School Senior and qualifies to apply for the undergraduate scholarship, **or**
 Applicant is a GED or High School graduate and qualifies for the scholarships for which applied or
 Applicant is taking dual High School and College Credit and qualifies for the scholarships for which applied

Instructions for Completion of Application by Applicant

1. Please type (or print in ink) the application, (remember to mark scholarships for which applying)
2. Complete Financial Needs Form
3. Résumé (Typed) Maximum of two pages. **If sophomore or above in college, do not include high school activities.**
Please include the following:
a) Education: Schools and dates attended, degree(s) received, graduation date(s) and grade point average.
b) Employment experience: Employer's name and address, type of work, dates of employment.
Please start with your current employer.
c) Academic honors or awards received.
d) Other honors or awards received.
e) Current and past memberships in organizations.
f) Current and past extracurricular activities.
4. Personal Bio – **No more than three (3) double-spaced typed pages.**
Please include information that would help the scholarship committee know you better. (Why you are applying; career goals; reason(s) field of study selected. If you are re-entering school, include any circumstances that are factor(s). List the school you plan to attend and why. What makes you uniquely qualified for this scholarship?)
5. Copy of ALL school transcripts. Include a transcript for each institution listed on résumé (may be from institution's student website)
6. Carol Nigus Summary, Individual Development Certificate, if applicable
7. Submit completed application and supporting information to sponsor for approval.

Instructions for Completion of Application by Sponsor

1. Review the application to ensure all pages are complete, in order and all places for signatures are signed. Applications out of order or not typed will receive lower scores.
NEATNESS COUNTS!
2. Complete and sign the Applicant sponsor's statement (bottom of Financial Needs Form).
3. Assemble the original pages of the Application in the following order: Application form, Financial Needs Form, résumé, personal bio, all school transcripts, Carol Nigus Summary, ID Certificate, if applicable.
DO NOT send endorsements, letters of recommendations, etc.
5. Email or mail the application to the President of the Kansas BPW Educational Foundation by February 1st. Any application postmarked after the February 1st deadline will not be considered.
6. Keep one (1) copy of the checklist and application for the sponsor's files.

KANSAS BUSINESS AND PROFESSIONAL WOMEN'S EDUCATIONAL FOUNDATION INC.
APPLICATION FOR SCHOLARSHIPS

Submission Year _____

APPLICANT'S NAME _____ BIRTH DATE _____

PERMANENT ADDRESS _____

E-MAIL ADDRESS _____ PHONE NUMBER _____

MARITAL STATUS: Married ___ Divorced ___ Separated ___ Single ___ Widowed ___

CURRENTLY I AM A: High School Senior ___ (HS) My Graduation or GED Date is/was (Mo/Yr) _____

College Freshman ___ College Sophomore ___ College Junior ___ College Senior ___

Graduate Student ___ Other ___ Explain _____

FIELD OF STUDY _____ ANTICIPATED COLLEGE GRADUATION DATE _____

ANTICIPATED DEGREE/CERTIFICATION _____

How did you hear about these scholarships? ___ Newspaper ___ Internet/Facebook ___ BPW Member ___ Other

PLEASE MARK WITH AN 'X' ALL FOR WHICH YOU ARE APPLYING

- Undergraduate Scholarship
- Elsie Borck Health Care Scholarship
- Dena Nigus Memorial Scholarship
- Peggy Brant Memorial Scholarship
- Career Preparatory Scholarship
- Carol Nigus Leadership Scholarship
- Career Development Scholarship
- Mara Crawford Professional Development Scholarship
- Dr Sharon Wiber Young Careerist Scholarship
- Dr. LewAnn Schneider Individual Development Scholarship
- Fran Graham LPN Scholarship
- Hall of Fame Scholarship Program
- Other _____

Financial Needs Form

This form is to be submitted with the Scholarship Application

Name: _____ School Planning to Attend: _____

(Please use the back of this sheet or a blank page if more space is needed to complete your answers to the following questions)

1. Are you claimed as a dependent on someone else's income tax return? (Circle one) YES NO
Please explain - _____

2. If married, Spouse's name _____ Occupation _____
3. If you have dependents, please list names, ages, and relationship to you of each dependent.

4. If you are eligible for benefits such as social security, GI Bill, SSI, War Orphans, etc, please list all, including amount received. _____

5. If you have applied for other financial aid, such as grants, loans, work-study, other scholarships, please list all, including amounts _____

6. Estimated cost of post-secondary education for the school year for which you are applying? _____
(Include all educational costs you expect to incur during the year of the award.)
7. Amount of the above educational expenses you anticipate being able to provide through your current sources of income _____. Please list the sources and estimated amounts of income you expect to have to use towards your education. _____

8. Other important information regarding your financial status: _____

The information provided is true to the best of my knowledge.

Applicant Signature _____ **Date** _____

SPONSORING LOCAL BPW ORGANIZATION OR BPW Member _____

APPLICANT SPONSOR'S STATEMENT:
I have checked this application and recommend it to the Kansas BPW Educational Foundation, Inc for consideration.

Sponsor's Signature: _____ Phone Number _____

Address: _____ E-mail Address _____
Street, City, Zip Code