

INSTRUCTIONS

FIRST PRESBYTERIAN COLLEGE SCHOLARSHIP AWARD APPLICATION 2017

First Presbyterian College Scholarships are available for qualifying undergraduate college students through funding provided by:

- **The Henrietta Grigg Lewis Scholarship Award**

Mrs. G. Curtis Lewis, Jr. has established a fund with the United Presbyterian Foundation to offer scholarship aid to deserving students who are members of the First Presbyterian Church of Lockport, NY.

- **The Memorial Scholarship Award**

- **Gary Koukal Memorial Award**

- **Ruth Marotta Memorial Scholarship**

Please remember:

- 1) Student must be an active member of First Presbyterian Church, Lockport NY
- 2) Student must be attending an accredited college or university as a full-time, matriculating student.
- 3) Student is eligible for scholarships for up to four years (eight semesters) of undergraduate education. NOTE: the 2017-2018 academic year is the final year of four-year eligibility. Starting with the 2018-2019 academic year eligibility will be for college freshmen ONLY.
- 4) Awards will be based on multiple factors, including but not limited to
 - a) Participation in church and church activities,
 - b) school and community activities,
 - c) Genuine commitment to higher education,
 - d) High school or college academic record
- 5) Awards are made on an annual basis, with full applications required each year. Special consideration will be given to past recipients for up to four years of undergraduate college to assure continuation of studies to graduation. Payments will be made directly to the appropriate campus; 50% of the award for the fall semester and 50% for the spring semester.
- 6) Applications are not guaranteed an award; failure to meet all application criteria may result in disqualification or reduced/no award.
- 7) If a student with an award ceases to attend school written notice must be given to the Scholarship Committee by delivery to the church office or to the mail slot of Kimberly Kohl.
- 8) Scholarship Awardees will be responsible for completing a minimum of ten (10) service hours at First Presbyterian Church, Lockport. Examples of service include - but are not limited to - Sunday School teacher/aid, lawn and/or grounds care, Window Tours, active participation on a committee or as a Deacon or Elder, active participation in church music programs. The hours must be documented on the service log, certified by a responsible member of First Presbyterian, and completed by December 31, 2017. The log must

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be delivered to the Scholarship Committee by delivery to the church office or to the mail slot of Kimberly Kohl. Contact Jeff Seekins for more suggestions of service needs jeffseekins@roadrunner.com

SCHOLARSHIP APPLICATION CHECKLIST – Please ensure each of the items below is included with your application form:

- First Presbyterian application, completed 100%.
- High school or college transcript (see application form for details)
- Parent/guardian statement with signature
- Student statement with signature
- Two current letters of reference from individuals shown below (dated within six months of this application). Letters may be included in the package, or sent directly to the committee at the address on the reference form:
 - High school guidance counselor (high school senior only) OR college professor with whom you have an ongoing relationship
 - Community member or employer (non-relative) who is familiar with your work habits and/or your contributions to the community
- Essay as directed on page 3 of the application form
- Copy of letter of acceptance for college to be attended in the fall (graduating HS seniors/entering freshmen only)

Questions? Contact Kimberly Kohl at krohring@buffalo.edu or 716 946-4741

PLEASE MAKE SURE ALL ITEMS ARE INCLUDED BEFORE SUBMITTING YOUR APPLICATION TO THE CHURCH. PLEASE ALLOW ENOUGH TIME FOR YOUR LETTERS TO BE COMPLETED WHEN REQUESTING FROM YOUR REFERENCES.

APPLICATION PROCEDURES:

- 1) Download the application form from the First Presbyterian website to your computer.
- 2) Complete all portions of the form, print and ensure signatures are included on page 3. NOTE: Once the form is downloaded to your computer you may fill in the blanks electronically, saving the application form for your records. Please do not print the form and fill in by hand.
- 3) Include a copy of your high school (graduating senior) or college (freshman-junior) transcript(s)
- 4) For graduating HS senior/entering freshman: Include a copy of the letter of acceptance from the college you will attend
- 5) Include the essay as directed on page 3 of the application form.
- 6) Obtain two letters of reference; these may be included with your application package or mailed directly to the committee at the address on the reference form:

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- a. One (1) from a high school guidance counselor (entering freshman only) OR college professor **AND**
 - b. One (1) from a community member or employer (non-relative) who is familiar with your school work and/or your contributions and efforts in various organizations.
- 7) Submit the full package in a sealed envelope to First Presbyterian Church, Lockport, attn. Scholarship Committee. You may deliver the package to the church office or directly to the mail slot of Kimberly Kohl.
 - 8) **The deadline for submitting ALL of the above information to the First Presbyterian Church Scholarship Committee is Saturday April 30, 2017.**
 - 9) No allowances will be made for late submissions or missing parts. The committee requires the month of May to review the applications and determine the awards.
 - 10) Announcements will be mailed to the student at the permanent/home address shown on the application form by mid-June.
 - 11) Award Letters, with award amount, will be distributed during the 10:30 service on Sunday, June 18, 2017. Awardees are expected to attend unless previously excused by Kimberly Kohl, chair of the Scholarship Committee. Kim may be reached at krohring@buffalo.edu or (716) 946-4741.