

## INSTRUCTIONS

### FIRST PRESBYTERIAN COLLEGE SCHOLARSHIP AWARD APPLICATION 2018

First Presbyterian College Scholarships are available for qualifying freshman 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 one year (two semesters) of freshman year education. 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) 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 Chair by delivery to the church office or to the mail slot of Kimberly Kohl.

#### **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 transcript
- 4) 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.

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- 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:
  - a. One (1) from a high school guidance counselor **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 Sunday April 15, 2018.**
- 9) No allowances will be made for late submissions or missing parts. Session 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 late May.
- 11) Award Letters, with award amount, will be distributed during the 10:30 service on Sunday, June 17, 2018. Awardees are expected to attend unless previously excused by Kimberly Kohl, chair of the Scholarship Committee. Kim may be reached at [krohring@buffalo.edu](mailto:krohring@buffalo.edu) or (716) 946-4741.

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

- First Presbyterian application, completed 100%, including Student statement with signature and Parent/guardian statement with signature
- High school transcript (see application form for details)
- 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
  - 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 2 of the application form
- Copy of letter of acceptance for college to be attended in the fall

Questions? Contact Kimberly Kohl at [krohring@buffalo.edu](mailto: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.**