

## APPLICATION PREPERATION

Eligible applicants include those who's academic and career goals include completing a college, professional school, or technical school education. Those pursuing continuing education to retrain, re-certify, renew technical skills, or change careers are also encouraged to apply.

- Applications are reviewed by the Scholarship Committee according to the eligibility and selection criteria.
- Applicants are only eligible to receive the 1600 Communications Scholarship Award twice.
- Final determinations are made by the Committee and recommended to the Board of Directors. Once approved by the Board, the decisions of the Scholarship Committee are final.
- Incomplete submissions or application forms postmarked after the **May 31st** deadline will result in the disqualification of the applicant.
- All applicants must download and complete the most current application form listed below (see bottom of page).
- All sections of the application must be completed. If any section is not applicable, it should be noted N/A.
- The application must be completed on a computer or typewritten.
- No handwritten applications in whole or part will be accepted.
- Only the application itself will be considered.
- Do not send letters of recommendation, school transcripts, or any other additional information. Such items will not be read or considered.
- The application form must include all relevant information – no separate documents such as the written essay will be accepted as attachments. **Note: This is a change from prior years.**
- Applicants must provide complete, detailed information as to where and to whom the scholarship award should be sent. This is usually to the university's bursar's or business office. Applicants must verify the correct office and provide a name, telephone number and mailing address as well as information on how the check should be written to ensure it is posted to their own university account. It is the applicant's responsibility to verify this information to ensure funds are properly posted to their own school account. The Scholarship Committee will not be responsible to research or determine the proper address or point of contact with your academic institution.
- Scholarship awards will only be sent to the academic institution. Under no circumstances will awards be sent directly to the student or to a student's university credit card or bank account.

- Prior to submission, the sponsor and applicant are responsible for reviewing the application form and ensuring that it is accurate and complete.
- The signatures of both sponsor and applicant on the form complete this verification process. **The signature page must be included as a part of the application. Separate files containing the signature of the applicant and sponsor will not be accepted.**
  
- Incomplete applications cannot be considered. and will result in the disqualification of the applicant. **Please leave enough time to thoroughly review your application.**
- Applications must be completed and signed by both the applicant and sponsor and emailed to: [Scholarships@1600commassoc.org](mailto:Scholarships@1600commassoc.org).
- The email containing the application package must be timestamped no later than **11:59 PM, May 31.**
- Late or incomplete applications will not be considered, so please leave plenty of time and double check your application prior to emailing.
- Do not take a chance on an email system rejecting delivery - leave enough time to resend.
- Evaluation and Award Procedures the Scholarship Committee is comprised of an appointed chairperson (a member of the Association Board of Directors) and volunteer members of the 1600 Communications Foundation.
- The Scholarship Committee reviews the applications after the Membership Committee has certified that the sponsor of each applicant is a member in good standing in the 1600 Communications Association.

**Applications will be reviewed and scored in the following ten evaluation areas:**

1. Academic achievement
2. Leadership, character, and commitment
3. Extracurricular activities
4. Quality of written essay
5. Thoroughness of Financial Planning for educational expenses
6. Quality and completeness of application
7. Potential for academic success
8. Career potential
9. Evidence of responsible citizenship

**The committee will rank the applicants and determine the number of scholarships to be awarded. The committee will forward a recommendation to the Board of Directors for:**

1. The number of scholarship awards
2. The amount of each award (based on a total scholarship budget provided by the Association Board)
3. The winner of the Ron Thomsen Memorial Scholarship Award
4. The winner of the BG John S. Tuck Memorial Scholarship Award

**The Tuck Memorial Award will be awarded to a highly qualified candidate who meets specific criteria related to military service as follows:**

1. Active duty
2. Past service
3. Plans military service
4. Dependent of a member on deployment
5. Surviving dependent of a member wounded or killed on active duty
6. Dependent of a member on active duty
7. Dependent of a member on active, reserve, or guard duty

Note: If no applicants meet the above criterion, the committee may exercise the option to award this scholarship to an applicant whose plans reflect a commitment to public service.

None of this information will be shared with applicants or sponsors.

**Other Information:**

- Notification letters will be sent to all scholarship awardees and non-awardees.
- Transmittal letters and award funds will be sent to the educational institutions in accordance with the information provided by the applicants.
- The Board carries no obligation to make awards to each or any of the scholarship applicants.
- The information supplied on the application form is kept strictly confidential.
- Applications will be destroyed after review and final scholarship awards are made.
- No feedback will be provided by the Association to awardees or non-awardees or sponsors of the applicants.
- All scholarship awards must be used in the academic school year immediately following the award.

- All funds which cannot be applied during this period will be returned to the Association general scholarship fund.