

October 7, 2024

Dear Undergraduate Applicant:

The Kennedy-King Memorial College Scholarship Fund annually awards two-year scholarships of \$6,000 per year to members of minority groups underrepresented at California four-year colleges and universities (\$12,000 total). Scholarships are awarded to students of proven financial need who are transferring from Contra Costa Community College District colleges to junior standing at four-year, accredited U.S. colleges or universities in the fall, 2025 or spring, 2026. **Scholarship funding will commence in the fall of 2025 or spring of 2026 after acceptance and enrollment in such institutions.** We are pleased you wish to be considered for one of our scholarships.

Do you qualify for a scholarship? In order to do so, you must:

- ✓ Belong to a minority group under-represented in the California College and University system, principally African-Americans; Americans (North, Central, or South) derived from Spanish speaking cultures; Native Americans; and Pacific Islanders;
- ✓ Have successfully completed at least 12 transferable units of course work within 12 months prior to the scholarship deadline at Contra Costa, Diablo Valley or Los Medanos Colleges; and
- ✓ Be eligible to transfer to a four-year college or university with junior standing (60 qualified units required) next fall, 2025, or not later than spring of 2026. If you do not transfer with junior standing or diligently pursue your degree thereafter as a full time student (minimum 12 units per semester or quarter), your scholarship award may be forfeited.

The Selection Committee will select a number of finalists for interviews. **If selected, you must attend an interview held only on Saturday morning, March 22, 2025 in person (preferred) or via Zoom.**

You must complete the entire online application with all required documents by the 5PM February 28, 2025 deadline. You can find all you need at <https://kennedyking.org/undergraduate-application> including: instructions, key deadlines, the application portal, FAQs, etc. **All applications must be completed on-line.** Our application portal includes all documentation required and provides the ability to upload required documents (transcripts, financial aid forms, etc.) and request documents from others (letters of recommendation and counselor verification forms.)

Failure to fully complete and submit the application and the additional required documents by the 5PM February 28, 2025 deadline are causes for disqualification. Don't delay. Begin your task now and good luck to you!

Sincerely,
Board of Directors Selection Committee



Felicia Harris-Foster
Chair, Kennedy-King Board Member
fharrisfoster@gmail.com



Arthur Rangel
Kennedy-King Board President
arthurrangel@kennedyking.org

Kennedy King Scholarship Undergraduate Application

Submission Instructions

The Application must be completed on-line. When you do so, you will create an account which will allow you to continue working on it until you submit the application or the deadline arrives. Remember to save your work for each section and mark as completed once a section has been completed. At this time, we will not accept printed applications. If for some reason, you cannot complete the online application, please contact us at: applications@kennedyking.org

Answer requested questions and information as complete as possible. Based on your answers, the application may prompt you for additional information. We also ask you to provide an electronic signature in several locations. While this may seem repetitive, it assures us you have read and understood the relevant sections and requirements. In some instances, you may not be able to answer a question or section. We have provided **Explanatory Notes** in several areas of the application should you need to explain your responses with more detail and assist us in evaluating your application.

The application portal is comprised of the following sections:

Create a Profile to Get Started - includes basic contact information we will use throughout the application process.

Section 1: Applicant Information. Requires you to confirm you have read the instructions and asks you to provide answers to questions about yourself, your family, community college education, college plans, and to upload your transcript (unofficial transcripts are acceptable during the application process), and to acknowledge you completed this section of the application correctly, truthfully, and completely to the best of your knowledge and belief.

Step 2: Autobiographical and Publication Essay - In this step, we provide instructions and space to complete a 1,000 word maximum essay about why you believe you should be awarded a Kennedy-King scholarship. We also require a 75 word publication essay which Kennedy-King uses if you are awarded a scholarship. As noted in that section, we reserve the right to edit the publication essay. The application tool will limit your publication essay to a maximum of 100 words.

Step 3: Financial Information - Most questions are directed to your need for financial assistance. We expect you to apply for all scholarship and grant money (public and private) that may be reasonably available to you, including Pell and Cal Grants (including Dream Act). Some students do not qualify for Pell and/or Cal Grants. Nonetheless, we have awarded many of our scholarships to such students. In any case, we need a clear and specific explanation of your financial need including your, your spouse's, and your parents' taxable and non taxable income, including government aid, food stamps, foster child monies, etc. Please provide your SAR, FAFSA or Cal Grant Dream Act application if you intend to file. **Note, if you receive a grant that pays all your college fees, tuition and expenses, our scholarship may be revoked.** This section includes explanatory notes and the ability to upload required financial documentation.

Step 4: Community Service - Community Service is an important component in our evaluation of your application. If you have had extenuating circumstances why you have not been able to contribute to this, please make sure you note this in the explanatory notes of this section.

Step 5: Authorizations - includes Authorizations and Permission Forms. These authorize Kennedy-King to receive transcripts and financial information from colleges/universities you attend as well as providing a media permission form. If you are awarded a Kennedy-King scholarship may require you to sign these forms again in ink as well as the media permission form by a parent or legal guardian if you are under 18 years of age.

Step 6: Letter of Reference Request - two letter reference letters are required, but the portal will allow you to make up to five requests.

Step 7: Counselor Verification - you also need to request one counselor verification form. You are only allowed to send one request. If you send to the wrong person, go back into the counselor verification request and delete the erroneous one and add the correct one. Also please add your CCCC student ID number in the notes section

Submit your on-line application **before the February 28, 2025 5PM deadline**, when it will be reviewed. Once you submit online or the deadline passes, you **will not** have another opportunity to correct or fill in missing information thereafter.

Kennedy King Scholarship Undergraduate Application

Additional Notes

The Reference Letters you request through the application portal will ask the person providing the reference to answer some basic questions about you including, but not limited to: how they know you and what is their opinion of you in terms of your academic and intellectual potential, your financial need, your community service & involvement, and of your personal attributes and life goals.

The Counselor's Verification forms you request through the application portal will ask your community-college advisor to provide information on you including your name, community college and anticipated major at your 4-year college, a detailed "Educational Plan" signed by you and your counselor if you will not have sufficient units in June, 2025 to transfer with junior standing (60 qualified units required) and are planning to transfer in fall, 2025 or spring, 2026. Note, that you must have at least 54 transferable units upon completion of your spring, 2025 term courses (42 units if planning to transfer in spring 2026) to qualify. The Counselor's Verification Form can be hand written or typed, but we prefer it typed into the computer form and submitted in hard copy.

Course transcript including units and grades from each college you have attended. Downloaded Web Advisor transcripts from CCC, DVC, and LMC Community Colleges are acceptable, but **Official Transcripts from all other colleges are required.**

If you are a Native American/Alaskan or Native U. S. Pacific Islander, include your tribe/native people affiliation and registration form from the Bureau of Indian Affairs if you have one.

At this time, we will not accept printed applications. If for some reason, you cannot complete the online application, please contact us at: applications@kennedyking.org

A note on document uploads. You will be required to upload certain documents such as transcripts. The document types you can use to upload documents are pdf, doc, xlsx. Please do not attempt to upload other document types.

For questions related to community-college transcripts, advisors, or other matters, please contact the Scholarship Program Coordinator at your community college:

Contra Costa College

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Financial Aid Scholarship Program Specialist
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2600 Mission Bell Drive,
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Diablo Valley College

Shari Keller
Scholarship Coordinator
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Los Medanos College

Beverly Bui
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