

# PARK GLEN NEIGHBORHOOD ASSOCIATION 2017 SCHOLARSHIP PROGRAM – Draft

## A. PURPOSE:

The Park Glen Neighborhood Association has authorized the Scholarship Program to recognize, reward, and develop members of our neighborhood and their dependents who have exhibited commendable academic success, leadership, and volunteer & extracurricular involvement.

## B. GUIDELINES

1. A number of scholarships of \$500 or more will be awarded for undergraduate, graduate or vocational-technical study in the upcoming fall semester. The \$ amount of each scholarship will depend on the total number of scholarships awarded (see table at right).
2. Association Secretary Kelly Wingo will serve as the Scholarship Program Coordinator. In the event of a vacancy in the position of Program Coordinator, the President shall designate himself or herself, another Board member, or a responsible non-Board member (with approval by the Board). The Program Coordinator must affirm in advance that he or she has no close connection to any potential scholarship applicant.
3. The President shall appoint a Scholarship Selection Committee of at least three members, with approval by the Board. The Program Coordinator may not serve on the Selection Committee. Selection Committee members must affirm in advance that they have no close connection to any potential scholarship applicant.
4. The Selection Committee will select the recipients of scholarships based on eligibility requirements and the Application Scoring System (outlined in the box at below right). However, the committee may deviate from the scoring system and use any other criteria, factors, system, or methods they desire.
5. The number of scholarships to be awarded will be decided by the selection committee within a range that is based on the number of applications received (see table on next page).
6. To award the scholarships, a check will be mailed to the school where each selected recipient is officially registered and has an official student ID. The funds are to be sent directly to the recipient's school and applied to the student's account to cover tuition and fees required to enroll at or attend plus required course-related expenses, such as fees, books, supplies, and equipment that are required for the courses in which recipient will enroll.
7. The Park Glen Neighborhood Association reserves the right to review the guidelines and procedures of the Scholarship Program and to make changes at any time, including termination or reduction of the program.
8. Any awarded but unpaid or refunded scholarships will not be awarded to alternate recipients.
9. PGNA bears no responsibility for taxability of a scholarship or impact on a recipient's or family's tax status or financial aid.

Number Awarded	Value of Each
18 or Fewer	\$ 1,000
19	\$950
20	\$900
21	\$850
22	\$825
23	\$775
24	\$750
25	\$725
26	\$700
27	\$675
28	\$650
29	\$625
30	\$600
31	\$575
32	\$550
33	\$550
34	\$525
35	\$500
36	\$500

<b>Application Scoring System</b>
For each application, score 0 to 3 points for each line below. (0=Information not provided, 1=Poor, 2=Good, 3=Excellent). Maximum score per application is 10 lines x 3 points= 30 points.
GPA & Transcript
Repeat GPA/Transcript (counts double)
Future Study & Career Plans
Volunteer Service
Involvement
Leadership & Awards
Financial Need
Reference 1
Reference 2
Overall Impression

10. Any questions or comments should be directed to the Scholarship Program Coordinator at PGNAScholarship@gmail.com.

# of Applications Received	Minimum # of Awards	Maximum # of Awards	# of Applications Received	Minimum # of Awards	Maximum # of Awards	# of Applications Received	Minimum # of Awards	Maximum # of Awards	# of Applications Received	Minimum # of Awards	Maximum # of Awards	# of Applications Received	Minimum # of Awards	Maximum # of Awards
23 or fewer	10	18	37	15	30	51	20	36	65	26	36	79	32	36
24	10	19	38	15	30	52	21	36	66	26	36	80	32	36
25	10	20	39	16	31	53	21	36	67	27	36	81	32	36
26	10	21	40	16	32	54	22	36	68	27	36	82	33	36
27	11	22	41	16	33	55	22	36	69	28	36	83	33	36
28	11	22	42	17	34	56	22	36	70	28	36	84	34	36
29	12	23	43	17	34	57	23	36	71	28	36	85	34	36
30	12	24	44	18	35	58	23	36	72	29	36	86	34	36
31	12	25	45	18	36	59	24	36	73	29	36	87	35	36
32	13	26	46	18	36	60	24	36	74	30	36	88	35	36
33	13	26	47	19	36	61	24	36	75	30	36	89 or more	36	36
34	14	27	48	19	36	62	25	36	76	30	36	The Selection Committee will set the number of awards from the range listed here for the number of eligible applications received.		
35	14	28	49	20	36	63	25	36	77	31	36			
36	14	29	50	20	36	64	26	36	78	31	36			

### C. ELIGIBILITY:

1. Applicant must be an owner or dependent of an owner of a Park Glen home. That homeowner must be a member in good standing of the Park Glen Neighborhood Association at the time of application and at the time of payment, if a scholarship is awarded. "Good standing" means no current or outstanding violations and no past due amounts owed to the Association.
2. Applicant must be/have been active in school and/or community activities and demonstrate leadership and volunteer & extracurricular involvement.
3. Applicant must have a cumulative grade point average of 80% or better (3.00 on a 4.00 scale) in high school and/or college, as applicable.
4. Each scholarship awardee must provide proof of registration and his or her student identification number to the Program Coordinator no later than **September 1, 2017**.
5. If an awardee chooses to no longer receive the award, does not attend school, or becomes ineligible for any reason after the scholarship is paid, the awardee is responsible for ensuring that the award is refunded to PGNA.

### D. APPLICATION PROCESS:

1. Applications will be available at [www.ParkGlen.org](http://www.ParkGlen.org) on April 1, 2017.
2. A complete application package will include all of the following:
  - a. The 3 pages of the Application Form, filled out completely, signed by applicant, by the Park Glen homeowner, and by the applicant's parent or guardian (unless applicant is an independent student).
  - b. Two Letters of Recommendation from a teacher, school principal, professor, counselor, employer, minister, or any reference over the age of 21.
  - c. Copy of the most recent official high school or college transcript, as applicable, containing classes taken through fall 2016.
3. Applicants are responsible for gathering and submitting all required information. Since applications are evaluated on the information supplied, all questions should be answered and all information supplied as completely as possible. Applications will be accepted as submitted, but missing information will count against the applicant.

4. The complete application package must be submitted by 11:59 pm on **June 1, 2017** via: e-mail to the Program Coordinator at [PGNAScholarship@gmail.com](mailto:PGNAScholarship@gmail.com) or by mail or in-person delivery (sealed in an envelope) to:  
PGNA Scholarship Coordinator  
c/o Farmer's Insurance  
4610 Western Center Blvd, Suite 118  
Haltom City, TX 76137

This office is at the corner of Silver Sage and Western Center between the Valero and the donut shop. Mark Thiessen has graciously offered his Farmer's Insurance agency office as a delivery point for applications, but he and his office staff are unable to answer any questions or provide any information about the scholarship program.

5. The Program Coordinator will determine whether each applicant meets the eligibility requirements of section C-1 above and notify applicant and/or homeowner in the event of non-eligibility.
6. The Program Coordinator will confirm all applications by e-mail within 72 hours of receipt. If you do not receive the confirmation, contact the Program Coordinator.
7. Once an application is submitted, no further revisions or additions can be made.
8. It is recommended that you retain a copy of your entire application and attachments for your records and for resubmission, if necessary.
9. Applications and all supporting documents will not be returned to the submitter, but will be retained for some period of time before being destroyed.
10. Applications are considered confidential and will be handled and viewed only by the Program Coordinator and Selection Committee.
11. The Program Coordinator will assign a unique number to each applicant, write the number on each page of the submitted package, redact the applicant's name and other identifying information (e.g. address, Social Security #) throughout the package (except for page 1 of the application form), and provide the complete package (except for page 1 of the application form) to the Selection Committee. The Selection Committee will consider the applications by the assigned numbers only, without knowing the identities of the applicants.
12. All applicants agree to accept the decisions of the Selection Committee as final.
13. Selected awardees will be notified by **June 30, 2017**. The list of selected awardees will be published on the [www.parkglen.org](http://www.parkglen.org) website and published in the community newsletter. Applicants agree to the publication / announcement of their names for this purpose.
14. Each selected awardee must provide the following to the Program Coordinator no later than September 1, 2017:
  - a. proof of registration (e.g. enrollment confirmation, fee statement, class schedule)
  - b. his or her student identification number
  - c. the address of the Bursar, Financial Aid, or Scholarship office to which the payment should be sent.

The Program Coordinator will confirm the receipt of this information by e-mail within 72 hours.

15. The Association Treasurer will process scholarship payments on or soon after the later of **July 21, 2017** or the date awardee provides proof of registration and student identification number to the Program Coordinator. Awardee forfeits the scholarship award if the proof of registration and student identification number is not provided to the Scholarship Program Coordinator information by **September 1, 2017**.
16. Awardees are required to timely notify the Program Coordinator of any change in address, school enrollment, or other relevant information.

# **PARK GLEN NEIGHBORHOOD ASSOCIATION SCHOLARSHIP PROGRAM 2017 APPLICATION FORM**

## **APPLICANT INFORMATION:**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

## **HOMEOWNER INFORMATION & CERTIFICATION:**

Name of owner(s) of Park Glen home: \_\_\_\_\_

Park Glen Address: \_\_\_\_\_

Is the applicant your dependent, yourself, or the co-owner of your Park Glen home?    YES    NO

The undersigned homeowner authorizes the Scholarship Coordinator to be given information from Park Glen Neighborhood Association records regarding property ownership, the current status of amounts owed, and the existence of any open violations for the property.

\_\_\_\_\_  
Signature of Homeowner

\_\_\_\_\_  
Date

## **APPLICANT (& PARENT/GUARDIAN) CERTIFICATION:**

All information provided in this application is true and accurate. I/We understand that if Applicant is chosen to receive a scholarship, final approval is contingent upon meeting all of the requirements described above. If Applicant does not meet the requirements, he or she relinquishes any right to the PGNA scholarship. If Applicant is awarded a scholarship, I/We agree to the publication of Applicant's name in reference to the award. I/We agree to regard the decision of the Scholarship Selection Committee as final.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian (if applicant is not an independent student)

\_\_\_\_\_  
Date

In addition to this 3-page form, please also submit two letters of recommendation and your most recent high school or college transcript, as applicable.

**EDUCATIONAL HISTORY AND GOALS:**

Year of High School Graduation or Equivalent: \_\_\_\_\_

Cumulative High School GPA: \_\_\_\_\_ Cumulative post-High School GPA (if any): \_\_\_\_\_

Name of College / University / Vocational-Technical School you plan on attending:

\_\_\_\_\_

Please describe your proposed field of study and future career plans: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VOLUNTEER SERVICE EXPERIENCES** - Please list up to four instances of your most meaningful volunteer service experiences during the last four years. Please explain each experience in one paragraph or less.

1. Date(s): \_\_\_\_\_ Organization or Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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2. Date(s): \_\_\_\_\_ Organization or Event: \_\_\_\_\_

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3. Date(s): \_\_\_\_\_ Organization or Event: \_\_\_\_\_

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4. Date(s): \_\_\_\_\_ Organization or Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INVOLVEMENT** - Please list below organizations and activities in which you have actively participated within and outside of school. Use only the space provided.

1. Organization/Activity/Date(s): \_\_\_\_\_
2. Organization/Activity/Date(s): \_\_\_\_\_
3. Organization/Activity/Date(s): \_\_\_\_\_
4. Organization/Activity/Date(s): \_\_\_\_\_

If applicable, please list below your employment history for the last two-year period. Please include Business / Name / Location / Dates (Month/Year)

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**LEADERSHIP ROLES** - Please list below the roles that you have taken within and outside of school, including any clubs or organizations in which you have been involved. Please use only the space provided.

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**AWARDS** - Please list below any awards that you have received in the last four years.

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**FINANCIAL NEED** - Please describe briefly any special circumstances or challenges that you feel may impact your or your family's financial situation as you plan for your future field of study.

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