

Standard Operating Procedures Oregon GCSA Legacy Scholarship

1. **PURPOSE:** To identify and recognize a child or grandchild of an Oregon GCSA member and provide them with a scholarship award of an amount to be determined annually by the OGCSA Board of Directors. The award will be funded by the Oregon GCSA and administered by the Board of Directors of the Oregon GCSA.

2. **COMPOSITION:** Oregon GCSA Legacy Scholarship will be awarded to the most outstanding student(s) in an annual competition based on eligibility and selection criteria indicated below. Applications will be reviewed by the scholarship committee and submitted to the Oregon GCSA Board of Directors for final approval. All decisions of the committee will be final. Application deadline will be March 31 of each year. Applicants will be notified of their status by April 30 of the year submitted. scholarship award checks will be made payable to the educational institution of their choice.

3. **ELIGIBILITY:**
 - One or more of the applicant's parents or grandparents must be a currently active or current AA-Life member of Oregon GCSA and maintained the membership for five or more consecutive years, including and leading up to current year of application in one of the following classifications: A, B, C, Affiliate, AA-Life Honorary Lifetime Member. The competition is open to natural or adoptive offspring of Oregon GCSA members. Children or grandchildren of deceased members are also eligible if the member was active at the time of his or her death.
 - The student must be enrolled full-time at an accredited institution of higher learning, accredited technical college, or other education related endeavor deemed appropriate by the administrators. In the case of high school seniors, the student must be accepted at such an institution for the next academic year. Graduating high school seniors must attach a letter of acceptance to their application.
 - Any number of students from the same family may apply.
 - Award winners are ineligible to apply the year following their award but can reapply after a one-year hiatus.
 - If a child or grandchild of a current Oregon GCSA member of the Board and/or scholarship committee is applying, they must excuse themselves from the committee and Board section. Committee vacancies will be replaced by another current Board member or Past President of the Oregon GCSA.
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4. **CRITERIA FOR SELECTION:**
 - Applicants will be evaluated based on written essay, academic achievement, extracurricular and community involvement, leadership, and outside employment.
 - The student must submit an original essay of up to 500 words. The essay must be original and not previously submitted to the Oregon GCSA.

- Financial need is not a factor in the selection.

5. SELECTION PROCESS:

- The Scholarship Committee shall evaluate and score the applications with the established scoring rubric. Based on the scores, a ranking of all applicants will be established.
- It shall be the responsibility of a committee member to refrain from judging if he/she feels there is a personal bias on their part. In the event of a tie for the #1 ranking G.P.A. will become the tiebreak. In the event of a tie in G.P.A., the Committee Chairman will be given the authority to determine the result.

6. HOW TO APPLY:

Students must complete and submit the attached application form and supply the following under one cover:

1. Transcripts from all high schools and colleges attended.
2. Typed original essay (up to 500 words).
3. Graduating high school seniors must attach a letter of acceptance to their application.
4. All applications must be postmarked by March 31 of the year submitted.
5. Send or email the packet to:

Oregon GCSA
Legacy Scholarship
P.O. Box 1556
Oregon City, OR 97045
Phone: (503) 344-6535
ogcsa@ogcsa.org

Award amounts will be determined on an annual basis.

Recipients will be notified no later than April 30.

Scholarships will be presented at the Annual Meeting of the Oregon GCSA in May.

Oregon GCSA Legacy Scholarship

Your scholarship application will be judged by its appearance and content. It is important to remember the following tips:

1. Read the instructions carefully.

2. Request information that you must obtain from others early. When your school will be sending transcripts directly to us, check back with the school about a week after you make your request to make sure your transcripts have been sent.
3. If you have questions, call the number on the application.
4. Try and have your application arrive as early as possible.
5. Provide all the information required. Do not submit an incomplete application.
6. Only include extra items if you do not have enough room to complete in application.
7. Proof all materials. Have one or two other people proof your essay. Use spell check.
8. Type your application. If you do not have a computer or a typewriter, go to the computer lab at your school.
9. Be neat. If you need additional pages to fully answer a question, use them.
10. Use white paper. Do not use staples.
11. Make copies of your finished application for reference.

Checklist for a complete application

- Carefully complete each question in application. Sign where indicated.
- Attach all official transcripts from any university and post-secondary school that include grades from the last completed semester.
- Attach required essay.
- If you are a graduating high school senior, attach a letter of acceptance from the institute of higher learning you plan to attend.

Deadline for Submitting Application

Completed applications must be postmarked by March 31.

Mail applications to:

Oregon GCSA
Legacy Scholarship
P.O. Box 1556
Oregon City, OR 97045
Phone: (503) 344-6535
ogcsa@ogcsa.org

The Oregon GCSA Legacy Scholarship Application Form

Please type this form if possible

Section 1 – Applicant Information

Name _____ Date _____

Permanent Address _____

City _____ State _____ Zip _____

Cell Phone () _____ Email _____

Are you past recipient of the OGCSA Legacy Scholarship? Yes____ No____ Year Awarded:____
Award winners are ineligible to apply the year following their award but can reapply after a one-year hiatus.

Section 2 – Member Relative Information

Name of Member _____

Relationship to Applicant: Parent Grandparent

Oregon GCSA Member is: Living Deceased

City _____ State _____ Zip _____

Cell Phone () _____ Email _____

Member Since _____
(Month/Year)

Current Classification _____

Member's Signature _____

Section 3

List in chronological order high schools attended, then colleges. It is very important that this information is complete. (Note: the information provided must be documented by an official school transcript.)

<i>Name/location of Institution</i>	<i>Dates Attended</i>	<i>GPA (4.0 scale)</i>	<i>Date of Graduation*</i>

*If pending, please indicate the date you expect to graduate.

Are you attending college? Yes No

If so, which college? _____

If not, have you been accepted for the fall semester? Yes No

Which School? _____

What is/will be your major? _____

List any academic distinctions and honors you have received during high school or college:

List your activities (clubs, organizations, community service, etc.):

Section 3 continued

List any offices held in school or community organizations:

List employment you have held since entering high school:

Type of work	Employer	Employment dates

List any other scholarships awarded:

Scholarship	Sponsor	Date	Amount

Section 4

Attach a typed essay that does not exceed 500 words. The essay must be original and not previously submitted to Oregon GCSA. The essay should be on one of the following topics:

1. Who has been the most influential person in your life? Why?
2. How has your education contributed to who you are today?
3. Please describe the personal achievement of which you are most proud.
4. Identify a social or political issue that concerns you and explain what actions you have taken in your community to address it.
5. What are your short- and long-term goals?
6. Why is protecting the environment important to you?

Certification

I certify that the above information is true and correct to the best of my knowledge.

(Applicant's Signature)

(Date)