

# Rush County Community Foundation [RCCF]

## Scholarship Program Application Instructions

To apply for any of the Rush County Community Foundation Scholarships you must be:

- a resident of Rush County\*
- intending to begin or continue coursework in post-secondary education within this calendar year

Please follow all instructions carefully and read the Rush County Community Foundation Scholar Code of Conduct Policy. **This cover page is to be retained for your records; do not turn it in with your application.**

Copy of most recent tax form 1040, page 2, Application, and Cover Pages are all due: **February 14**

All applicants must submit the most recent copy (2019 if possible, 2018 if not) of IRS Form 1040, Page 2 as part of the application packet.

**Application:** DUE by 4:00 p.m. at the RCCF office, 117 N. Main St., Rushville.

- Please submit *only one original* and **two copies** of your complete application. Incomplete or outdated applications will not be considered.
- You must include your current official transcript with your application. RCCF will not accept unofficial transcripts. (One original and two copies.)

**Cover Page(s):** DUE by 4:00 p.m. at the RCCF office

- For each scholarship you are applying to, submit one signed cover page with all required attachments.

### **Rush County Community Foundation Scholar Code of Conduct Policy:**

The Rush County Community Foundation Scholar Code of Conduct establishes expected behavior of potential and current scholarship applicants/recipients of awards from scholarship funds held and/or administered by the Rush County Community Foundation (the "Foundation"). In addition to any separate selection criteria established by the donor to a scholarship fund, the Foundation is looking for applicants of good character who will positively represent Rush County and the Rush County Community Foundation. Conduct and good moral and ethical behavior will be considered for anyone who applies for a Rush County Community Foundation Scholarship Program.

All Foundation scholarship applicants/recipients are expected to uphold high standards of conduct, which include abiding by federal, state, and local civil and criminal laws. They must also abide by the established conduct policies of their high school and/or college. Scholarship recipients should act in good character in and out of school. The applicant/recipient shall give permission for the high school principal or counselors (or school administrators at the college level, if appropriate) to notify the Foundation at any time if they become aware of an incident occurring involving an applicant or recipient, within or outside of the school setting, that potentially violates the RCCF Scholar Code of Conduct. The Foundation reserves the right to address any conduct-related issue that occurred or occurs at any time prior to a student's application for or receipt of a scholarship, or during or after the student's high school career, including the college years.

The Foundation will not take any action with regards to information of any type regarding a scholarship applicant/recipient, including conduct-related information, received from anonymous sources.

Potential scholarship recipients who violate these standards may be removed as a candidate for any RCCF scholarships at the discretion of the Foundation's Board of Directors. Current scholarship recipients may have their scholarship funds forfeited if in violation of their scholarship agreement.

\* Residence is defined by maintaining a permanent address in Rush County, or being claimed as a dependent by a Rush County resident. A small number of RCCF Scholarships are open to non-residents; this is indicated on the Scholarship Cover Pages.



# Rush County Community Foundation Scholarship Program Application

Applicant Name \_\_\_\_\_  
First Middle Last Maiden

Permanent Home Address \_\_\_\_\_  
Number, Street and Apartment Number

City State Zip Township (required)

Preferred Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

School Email *if available* \_\_\_\_\_ School ID # *if available* \_\_\_\_\_

Home Phone or Parent/Guardian/Spouse Cell Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

- Legal Status: I am a legal dependent:  I am under the age 19.  
 I am under the age 24 and a full-time student.
- I am not a dependent:  I am legally emancipated.  
 I am over age 18 and not a full-time student.  
 I am over age 23 OR married.

On whose tax return was the applicant claimed as an exemption on last year's taxes?

- Joint Parents  Father Only  Mother Only  
 Legal Guardian  Applicant Only  Joint-Applicant and Spouse

Please list all persons who are currently a part of your primary household, including yourself:

NAME	RELATIONSHIP (to you)	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is anyone in your household attending college or trade school next year? If so, please list them below. (If they are graduating this year, do not list them.)

NAME	YEAR IN SCHOOL (next year)	SCHOOL ATTENDING (next year)
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all scholarships you have received from the Rush County Community Foundation in the past:

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Current official cumulative GPA: \_\_\_\_\_

Name of High School: \_\_\_\_\_

High School cumulative GPA: \_\_\_\_\_ Diploma Type: \_\_\_\_\_

Which school will you attend or which school(s) have you applied to?

1. \_\_\_\_\_  this is the school I attend now.

2. \_\_\_\_\_

3. \_\_\_\_\_

Which degree(s) or program(s) are you interested in studying? \_\_\_\_\_

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Do you plan to live on campus next year? \_\_\_\_\_

How many semesters during the next school year do you plan to attend? 1  2

Are you eligible to receive Federal Assistance under:

Veteran's Administration? _____	Disabled Veterans? _____	Do you anticipate receiving: <b>Pell Grants?</b> ___ No
Vocational Rehabilitation? _____	Social Security? _____	___ Yes, how much? _____
		<b>State Grants?</b> ___ No
		___ Yes, how much? _____

Are you a Twenty-First Century Scholar? \_\_\_\_\_

List any other scholarships or grants, and aid which you will receive, including their value and state if they are renewable. Also indicate if they are tuition specific or can be used for other college expenses.

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Will it be necessary for you to work next school year? \_\_\_\_\_

If yes, approximately how many hours per week do you anticipate working? \_\_\_\_\_

Will it be necessary for you to take out student loans? \_\_\_\_\_

If yes, EACH YEAR:

I will take out approximately:  \$1 to \$5,000  \$5,001 to \$10,000  more than \$10,000

Will it be necessary for your parents to take out student loans? \_\_\_\_\_

If yes, EACH YEAR:

My parents will take out approximately:  \$1 to \$5,000  \$5,001 to \$10,000  more than \$10,000

## Please attach the following information

- Use a separate page (or pages) for each section. Clearly mark each section at the top of the page.
- Be as thorough as possible! The scholarship selection committees want to know about all the wonderful things you do and will only know if you include them.
- If there are sections that are not-applicable to you, for each one write: “Section [# and title] not-applicable.” *This is to ensure your application is complete and not disqualified for missing sections.*

### **Section 1:** Academic Honors, High School:

Please list in bullet point form all academic honors you have received during high school. Include the name of the award or honor, a brief description, and your grade level when you received it. Honors and awards are not extracurricular activities. Examples of honors and awards include: Varsity Scholars, presidential awards, honor roll, National Honors Society, perfect attendance, Rotary Top-Ten, etc.

### **Section 2:** Demonstrated Leadership, High School:

Leadership can be in academics, athletics, the arts, community activities, your job, etc. Please list in bullet point form all leadership positions you have held during high school. Include the position name, the name of the group, a brief description of your responsibilities in this position, and when you held this position.

### **Section 3:** Extra-Curricular School Activities, High School:

Please list in bullet point form all extra-curricular school activities you have participated in during high school. Include the name of the group or activity, your grade level(s) when you participated, a brief description of your involvement and the time commitment. (If you have already mentioned an activity in the demonstrated leadership section, please list the activity again in this section.)

### **Section 4:** Community Activities, High School:

Community activities include community service projects, scouts, church, 4-H, etc. Please list in bullet point form all community activities you have participated in during high school. Include the name of the group or activity, your grade level(s) when you participated, a brief description of your involvement and the time commitment. (If you have already mentioned an activity in the demonstrated leadership section, please list the activity again in this section.)

### **Section 5:** Academic Honors, Post-High School:

Please list in bullet point form all academic honors you have received during college/university/trade-school. Include the name of the award or honor, a brief description, and the year when you received it. Honors and awards are not extracurricular activities. Examples of honors and awards include: Dean’s List, department/school awards, merit-based scholarships, etc.

### **Section 6:** Demonstrated Leadership, Post-High School:

Leadership can be in academics, athletics, the arts, community activities, your job, etc. Please list in bullet point form all leadership positions you have held after high school. Include the position name, the name of the group, a brief description of your responsibilities in this position, and when you held this position.

### **Section 7:** Extra-Curricular School Activities, Post-High School:

Please list in bullet point form all extra-curricular school activities you have participated in during college/university/trade-school. Include the name of the group or activity, the dates or academic year when you participated, a brief description of your involvement and the time commitment. (If you have already mentioned an activity in the demonstrated leadership section, please list the activity again in this section.)

**Section 8:** Community Activities, Post-High School:

Please list in bullet point form all community activities you have participated in after high school. Include the name of the group or activity, the dates or year(s) you participated, a brief description of your involvement and the time commitment. (If you have already mentioned an activity in the demonstrated leadership section, please list the activity again in this section.)

**Section 9:** Employment History:

Please list your last 10 years of employment history. Be sure to include:

- Company/name of employer
- Date range of employment: start-date, end-date, and reason for leaving
- Job title and brief description of duties
- Approximate hours per week. Was this job full-time, part-time, a summer job, seasonal work, etc.?

**(Required) Section 10:** Essay, Future Goals:

Please answer the following questions in essay form: ***In which field do you hope to major and what are your future goals? Why have you chosen this major; who or what has influenced your decision?***

Your essay should demonstrate clarity, purpose, planning, and be descriptive. 300 words maximum.

**(Required) Section 11:** Short Answer, Location and Vocation:

Please answer the following question: ***When you have completed your program of study, where would you like to live and why?*** 150 words maximum.

**(Optional) Section 12:** Financial Need:

Please explain any extenuating circumstances that you would like the committee to consider when evaluating your scholarship application and financial information. Extenuating circumstances may include loss of parent job, high family medical expenses, etc.

Write your initials indicating:

\_\_\_\_\_ I have attached my current original official transcript.

\_\_\_\_\_ I have attached a copy of the most recent tax form 1040, page 2 where I am claimed as a dependent.

\_\_\_\_\_ I have attached a copy of my financial aid package from my school.

**This is a letter detailing the financial aid available to you next year; it is not an invoice. If your school will not release this information until after the scholarship deadline, your current financial aid package is acceptable.**

Required for students who will be a sophomore or above; optional for students entering freshman year.

\_\_\_\_\_ For applicants who are not currently attending the school they plan to attend next year:

I have attached my letter of acceptance from my college/university/vocational school.

\_\_\_\_\_ For applicants who are going to be or are currently in a specific program (e.g. nursing, teaching, etc.):

I have attached my letter of acceptance into my academic program.

I/we\* affirm under the penalty for perjury the information provided on this application is true and correct to the best of my knowledge. I/we\* have read and will abide by the Rush County Community Foundation Scholar Code of Conduct Policy.

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Signature of applicant

Date

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Signature of parent or guardian

Date

### Parent/Student/Child Release

I agree that the Rush County Community Foundation may use photographs of me with or without my name for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content. I hereby waive any right that I may have to inspect or approve the finished product or products and the advertising copy or matter that may be used in connection therewith or the use to which it may be applied.

Date: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Applicant's printed name / Applicant's signature

\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian's printed name / Parent/Guardian's signature (if applicant is under age 18)

**DO NOT ALTER THIS APPLICATION IN ANY WAY.**