UNDERGRADUATE SCHOLARSHIP INSTRUCTIONS

The Fairfax County Library Foundation provides Undergraduate Scholarships of up to $2,000 to an individual for an academic program or college-level course/courses that are part of an academic program. Internet/on-line courses and programs qualify. Other Library Friends' groups offer scholarships of varying amounts through the same application. If a degree program or course(s) cost les than the maximum the actual cost will be awarded.

Eligibility
- All employees Fairfax County Public Library (FCPL) or the Library Foundation and all volunteers of Fairfax County Public Library (FCPL), the Library Foundation, or a Friends of the Library group.
- All residents of Fairfax County and the City of Fairfax but must agree to perform up to 60 hours of volunteer service with FCPL, the Library Foundation, or a Friends of the Library (FOL) group if granted a scholarship.
- An eligible individual may apply for a scholarship each year.

Scholarship applications are accepted for the following:
- An undergraduate academic degree program that the individual has either applied to, been accepted, or is currently enrolled.
- A single course or courses that are part of an academic degree program. The individual does not have to be enrolled in a degree program.

Deadline

The application deadline is January 15. The application must be complete and received or post-marked by the deadline date (or the next day if the 15th is a Sunday or holiday).

Q. If I receive a scholarship, may I apply for another?
A. Yes, you may apply for a scholarship each year you meet the eligibility criteria.

INCOMPLETE, PARTIAL, OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Scholarships are awarded on a merit basis without regard to race, gender, religion, age, physical disability, or sexual orientation. Factors evaluated include the following:
- Demonstrated academic achievements
- Potential for success in a college environment
- Library-related work and/or volunteer experience
- Potential for future library work or volunteer
- Specific competencies which demonstrate individual merit

The Foundation will determine the number of scholarships awarded each year dependent on the availability of well-qualified candidates and funds. The Foundation is not required to select a recipient if none of the submissions merits the award in a given year.

ALL FOUNDATION DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL

Follow the instructions on the application. Type, print or write your application clearly and attach any documentation required. If an item needs additional clarification and the space is not adequate on the application form, attach a sheet with the additional information.

Be specific when explaining the competencies or characteristics that show your potential. You may have your application reviewed and signed by a school counselor, a teacher or professor, or supervisor if you believe it will help to strengthen and support your statement.

Notification

All applicants will be notified of the decision within six to eight weeks of the application deadline date.

Library Volunteer Service

Scholarship awardees are required to perform the following number of hours based upon the amount of the award:

- o For an award of $1,500 or more, 60 hours are required
- o For an award of $1,000-$1,400, 45 hours
- o For an award of $600-$950, 30 hours
- o For an award of $200-$550, 15 hours

Awardees will receive instructions on volunteering with their letter of notification.

Payment Policy

Payment will be made directly to the institution where the individual has been accepted or enrolled in the course or program described and has registered for the required volunteer service hours in a Fairfax County Public Library Branch, Foundation or Friends of the Library group.

Awardees will receive instructions on payment with their letter of notification.

While these scholarships seek persons with potential for future work or volunteer service in a library environment, FCPL cannot guarantee a future opportunity for paid employment or volunteer service.

<h1 style="color:red">UNDERGRADUATE SCHOLARSHIP</h1>
APPLICATION FORM
DEADLINE JANUARY 15

Answer each item completely. Please type, print or write legibly.
NOTE: **Late, partial or incomplete applications will not be considered.**

1.	NAME
2.	STREET ADDRESS
3.	CITY STATE ZIP
4.	TELEPHONE: HOME CELL WORK
5.	E-MAIL
6.	I am employed at Fairfax County Public Library or Fairfax Library Foundation: Present employee position/job title _____ Branch or office _____ If part time, how many hours _____ How long employed by FCPL _____
7.	I am a volunteer for Fairfax County Public Library, Fairfax Library Foundation, or a Friends of the Library group: Volunteer location(s) _____ Duties _____ How long volunteering _____ Number of volunteer hours in last 12 months _____
8.	List part-time and full-time jobs, internships, volunteer jobs, etc. covering the last three years, excluding descriptions from Items 6 and 7. Add additional sheet(s) if necessary. Type of work Employer Dates Hours per week or completed
9.	**CONTINUE WITH THE FOLLOWING APPROPRIATE ITEM**
9a.	☐ I **have been accepted at** _____ Current cumulative high school GPA _____ on a scale of _____ ○ Attach a copy of high school transcript (an unofficial transcript is acceptable if it identifies the issuing authority and your cumulative GPA). • Evidence of acceptance (attach copy of a letter of acceptance, payment receipt) • Major field of study _____ • Expected/estimated graduation date _____ • Academic institution student account or ID number _____ *Continue with item 10_____*
9b.	☐ I **have not yet been accepted or decided where to attend** Current cumulative high school GPA _____ on a scale of _____ ○ Attach a copy of high school transcript (an unofficial transcript is acceptable if it identifies the issuing authority and your cumulative GPA) • Major field of study _____ • Expected/estimated graduation date _____ *Continue with item 10*

9c.	☐ **I am currently enrolled at** _____ • Current cumulative GPA _____ on a scale of _____ • Number of college credits earned to date _____ o Attach a copy of transcript from your academic institution • Total number of credits required for graduation _____ • Major field of study _____ • Expected/estimated graduation date _____ • Student account or ID number _____ *Continue with item 10*

9d.	☐ I am applying for a scholarship for a **single course or courses** as part of a degree program at _____
	• Title of course or courses _____
	• Cost _____
	• Current cumulative GPA _____ on a scale of _____
	    o Attach a copy of high school transcript (an unofficial transcript is acceptable if it identifies the issuing authority and your cumulative GPA).
	    <u>OR</u>
	    o A copy of transcript from your academic institution
	• Major field of study _____
	• Expected/estimated date of graduation _____
	• Student account or ID number _____
	Continue with item10

10	List activities (student government, sports, publications, community service programs, committees, arts, music, etc.) covering the last three years. Add additional sheet(s) if necessary. ACTIVITY ROLE DATES
11.	I have previously received a Library Foundation Undergraduate Scholarship. No _____ If yes, indicate the year and amount _____
12.	List awards, other scholarships, publications or special recognitions received, with dates and brief descriptions. Add additional sheet(s) if necessary.
13.	State your likely interest in future work or volunteer service in a library environment. Add additional sheet(s) if necessary.
14.	Provide a letter of reference from a person, not a relative, who is acquainted with your background and abilities. The reference may be from a teacher, instructor or supervisor.

AGREEMENT

If I am awarded an undergraduate scholarship, I understand that funds will not be disbursed until I have actually been accepted or enrolled in the course or program described above and I have registered for any volunteer service hours I am required to perform.

I agree to complete the covered course work and volunteer service as required by the next scholarship application deadline or repay up to the full amount of this scholarship award. I agree to submit a copy of my transcript (official or unofficial) or other grade report within 14 calendar days of completion of the term, semester, or course/s as required by the Foundation.

I authorize the use of my name, photograph and narrative excerpts to promote the Fairfax Library Foundation's Scholarship Program.

I understand that Fairfax Library Foundation decisions are final and not subject to appeal.

_____
Applicant Signature   Date

Send your completed application to:
Fairfax Library Foundation
12000 Government Center Parkway, Suite 329
Fairfax, VA 22035

BEFORE SENDING IN YOUR APPLICATION MAKE SURE IT:

- **IS COMPLETE,**
- **IS POSTMARKED OR RECEIVED BY JANUARY 15 (OR THE NEXT DAY IF A SUNDAY OR HOLIDAY),**
- **INCLUDES A LETTER OF REFERENCE.**

Undergraduate Scholarship
RECOMMENDATION

FairfaxLibrary
FOUNDATION

Name of Applicant _____

Title of the academic program or course _____

The individual named above has applied for a scholarship to begin or continue in an undergraduate academic degree program, or a single course or courses that are part of an academic degree program.

The applicant requires a reference. Your knowledge of this applicant will assist the Fairfax Library Foundation in considering her or his qualifications.

The major factors considered in awarding scholarships are:

      Demonstrated high school or college achievement
      Potential for success in a college environment
      Library-related work and/or volunteer experience
      Potential for future work or volunteering in a library environment, public or private
      Specific competencies that demonstrate individual merit

Please   answer the questions below on the reverse side or on a separate sheet. Your reference will be confidential.

1. **Please state the capacity in which you have been associated with the applicant and for how long.**

2. **Please explain how the applicant has demonstrated achievement of educational and career goals.**

3. **Please provide your opinion about this applicant's scholastic ability and/or potential for successfully completing college-level courses or a 2-year or 4-year degree program.**

4. **Please indicate how this applicant has demonstrated a potential for working in a public or private library environment.**

      Your name (please print) _____

      Title or occupation _____

      Employer _____

_____   _____
Date   **Signature**

PLEASE NOTE --To insure confidentiality, please <u>place your reference in an envelope and sign across the sealed flap</u>. Return the sealed envelope to the applicant in time her/him to meet the January 15 application deadline.

Thank you for your time and consideration.