



Springfield Foundation
For good. For ever.

Application Instructions High School Seniors

2010 – 2011 Academic Year

Refer to these instructions if you are currently a senior in high school, or have graduated within the past five years and are financially dependent on your parents or guardians. You must be at least half-way through your senior year to apply for a college scholarship from the Springfield Foundation. **The application deadline is March 12, 2010 at 4:30 p.m.**

SECTION 1 – Student Contact Information:

Applicant Name: First, middle and last name.

Street Address, City, State, Zip and County of Residence: This is the residence where the applicant lives more than one-half of the year.

Home Phone and Cell Phone: List your home phone (with area code) and any other number where you can be reached (i.e., cell phone).

List your E-mail address, Birthdate, and Age in the appropriate spaces.

SECTION 2 – Student Academic Information

Middle School: List all middle schools attended, with the years of attendance.

High School: List all high schools attended, with the years of attendance.

High School Graduation Date: List the month and year you will graduate from high school.

Current cumulative GPA: This should be your GPA after the first grading period of your senior year. *Be sure to attach a current transcript.*

If you have taken the ACT or SAT, indicate your test score. If you have taken both, you may list both. If you have taken the test more than once, list your best score.

How have you challenged yourself in your educational pursuits? Indicate if you have been unusually challenged during high school. Examples could be: Choosing to take a difficult course load; working while maintaining full course load and school activities; Advanced Placement or International Baccalaureate classes; caring for an ill family member. You may use additional space in SECTION 7, if needed.

Intended College: Indicate the college or colleges you are considering. If you have already been accepted, please note this. *If you plan to attend Community Hospital School of Nursing, Ohio State University or Wittenberg University, attach a copy of your acceptance letter.*

Indicate whether you plan to pursue a Technical/Vocational field or a Traditional/Professional field. (*See the Glossary following these instructions for further explanation.*)

Mark whether you will attend school Part Time or Full Time.

Intended Field of Study: Indicate the major or field of study you plan to pursue. If you don't know yet, write "undecided".

Anticipated Graduation: Indicate the year in which you expect to complete college.

Past Springfield Foundation Scholarships? Please indicate whether you have received a Scholarship through the Springfield Foundation in the past. If you have, list the name of the Springfield Foundation Scholarship (if known).

SECTION 3 - Family Information:

Parent or Guardian Names: List your Parent(s) first and last names.

Indicate your parent's marital status (married, divorced, widowed etc.)

Dependent Children: Indicate the number of dependent children in your family. This includes children who are financially dependent on your parents, even if they no longer live in the family home.

Applicant lives with: Indicate the parent you live with for most of the year.

Annual Family Income: List total family income as reported on taxes. Do not include income earned from the student's part-time work. *You must submit your SAR (Student Aid Report) printout.* If you have not completed a FAFSA (Free Application for Federal Student Aid), you may instead submit your family's most recent federal income tax return form 1040 or 1040A, or a letter from your school's guidance counselor to verify the extent of your financial need. *This information will be kept strictly confidential but is required – Your application will not be considered if this information is missing.*

Special Circumstances: Examples of special circumstances include: parent recently out of work, other children in college, extensive family medical bills.

SECTION 4 – Signatures:

Original signatures are required for your application to be processed. Electronic signatures are not accepted. For this reason, please print the completed application, then sign and mail or deliver to the Springfield Foundation.

SECTION 5 – Academic, Community Service and Employment History:

List activities in the various areas as requested on this page. Attach an additional sheet of paper if necessary. Examples of activities include:

Extracurricular activities:

Name of Activity	Role	Area of Interest	Grade Level
School Musical	Cast	Drama	Fr, So, Jr, Sr
Track	Team Member	Athletics	Fr, So, Jr
Spanish Club	President	Language	Jr, Sr

Community Service:

Name of Organization	Type of Service	Total Hours of Service
Eaglewood Nursing Home	Pet Therapy	100 hours

Paid Work Experience:

Employer	Position Held	Dates Worked & Avg.Hrs.
Krogers	Bagger	June – Aug 2009 (20 hrs/wk)
The Smith Family	Babysitter	June – Aug 2008 (15 hrs/wk)

Superior Awards:

Name of Award	Area of Activity	Grade Level
Eagle Scout	Leadership, Community Service	2008
National Honor Society	Academics, Leadership	Jr., Sr

SECTION 6 – Essay:

Create a personal statement to answer the essay questions. It is acceptable to hand-write your response (neatly), type and then cut and paste, or type directly in the space provided. Do not exceed more than one page total in your essay response.

SECTION 7 – Additional Information:

You may use the blank space on this page to list additional information requested in this application. Do not submit non-required information, such as photos or samples of your work. Review the application before submitting. Be sure you have answered all questions completely. Double-check that all attachments are included. You are encouraged to have someone else read the application to check for spelling, grammar, etc. The applicant and parent(s) must both sign the form in Section 4!

References:

Two blank reference forms are included with your application. You may copy them if you like. Be sure to enter your name on the blank line. All applications require two completed references. References may come from teachers, counselors, employers, or other adults who are not related to you. It is best to choose references who can comment on your ability to succeed with post-secondary work. You may request the references to be returned to you or mailed directly to the Springfield Foundation. In either case, the forms must be received by the Scholarship Deadline.

If you have questions, do not hesitate to call the Springfield Foundation at 937-324-8773, or send an email to joan@springfieldfoundation.org.

GLOSSARY

Free Application for Federal Student Aid (FAFSA) - The purpose of the FAFSA is to determine if someone qualifies for federal loans and for federal grants. Completing the FAFSA allows you to qualify for other types of financial aid and scholarships

Student Aid Report (SAR) - The SAR, or **Student Aid Report**, will be sent back to you after filling out the FAFSA. If you put an email address on the FAFSA, most communication will be done via email.

Technical/Vocational Field – For the purposes of this scholarship application, technical and vocational fields include those that require training to become certified to work in a specific career. These careers may require varying levels of education, such as postsecondary certificates, trade schools, apprenticeships, or two- and four-year college degrees. Some subject areas commonly associated with career and technical education are: **Agriculture** (careers related to food and fiber production and agribusiness); **Business** (accounting, business administration, management, information technology and entrepreneurship); **Family and Consumer Sciences** (culinary arts, management and life skills); **Health Occupations** (nursing, dental, and medical technicians); **Marketing** (management, entrepreneurship, merchandising and retail); **Public Service** (firefighter, law enforcement); **Technology** (production, communication and transportation systems); and **Trade and Industrial** (skilled trades such as automotive technician, carpenter, computer numerical control technician).

Traditional/Professional Field - For the purposes of this scholarship application, traditional and professional fields include those that require a bachelor's degree or higher in order to work in a chosen career. Subject areas associated with traditional and professional fields include: **Business** (management, marketing, human resources, actuarial, accounting) **Education** (elementary, middle or high school teaching or administration); **Fine Arts** (including theater, visual arts, dance); **Foreign Language; Literature/English** (journalism, creative writing) **Medical** (physicians, surgeons, medical administration); **Sciences** (social work, therapy, scientific research, forensics)