



Springfield Foundation
For good. For ever.

Application Instructions Non Traditional Students

2010 – 2011 Academic Year

Refer to these instructions if you are: 1) an adult who graduated from high school more than four years ago; 2) an adult who is enrolling in a part time program; 3) legally emancipated from your parents or guardians; or 4) married with no financial support from parents or guardians.

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: The applicant's permanent residence.

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 graduated from high school.

Current cumulative GPA: This should be your GPA from your most recently attended institution. 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? If you have overcome personal barriers in order to pursue your academic goals, please describe them. You may use additional space in SECTION 7, if needed.

Intended College: Indicate the school(s) you are considering. If you have already been accepted, please note this.

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 your major or training program.

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

SECTION 3 - Family Information:

Parent or Guardian Names: If you are married, list the name of your spouse.

Indicate your marital status (single, married, divorced, widowed etc.)

Dependent Children: The number of minors who live in your household.

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

Annual Family Income: Indicate the total family income earned by you and your spouse (if married). *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 most recent federal income tax return form 1040 or 1040A, or a letter from your school's financial aid office 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: a recent job loss, other family members in college, extensive family medical bills. You may use space in Section 7 if needed.

SECTION 4 – Signatures:

Your original signature is required for your application to be processed; there is no need for a second (parent or spouse) signature. 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. These may be activities you participated in as a student or an adult over the past five years. 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	High School Jr, Sr
Spanish Club	President	Language	High School Jr, Sr
Track	Team Member	Athletics	College Fr, So
Fraternity	Social Chair	Leadership	College So

Community Service:

Name of Organization	Type of Service	Total Hours of Service
Eaglewood Nursing Home	Pet Therapy	100 hours
Catholic Charities	Food Pantry	50 hours

Paid Work Experience:

Employer	Position Held	Dates Worked & Avg.Hrs.
Avetech	Intern	June – Aug 2007 (40 hrs/wk)
Krogers	Produce Clerk	Sept 2007 – present (40 hrs/wk)

Superior Awards:

Name of Award	Area of Activity	Year / Grade Level
Eagle Scout	Leadership, Community Service	2008
National Honor Society	Academics, Leadership	High School Jr., Sr
Dean's List	Acedemics	College Fr, So, Jr

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 additional attachment that are not required (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 must 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)