

First Congregational Church of Tallmadge Memorial Scholarship Application

85 Heritage Drive, PO box 420
Tallmadge, OH 44278
330-633-4931

March 2023

Dear Scholarship Applicant,

Thank you for your interest in applying for a First Congregational Church Memorial Scholarship. This Scholarship Program remains a source of pride for the congregation, as it carries with it a rich history of giving and opportunity for deserving church members.

Eligible candidates are:

- Church members
- Graduating (or have graduated) from high school
- Pursuing higher education in trade or vocational schools, two- or four-year colleges or universities, or Master's or Doctoral programs

Please take the time to review carefully and understand fully the enclosed application requirements and instructions as well as the published selection process. ***In order to ensure equity for all candidates, incomplete applications and those that do not meet all of the eligibility requirements above cannot be considered for scholarships. An application is complete when ALL components are present and accounted for in the church office by the published deadline. If any component is still "on the way" as of the deadline, the application will be considered incomplete and will be disqualified.***

In brief, the required application components are as follows (full instructions enclosed on a separate page):

1. Completed **application** form
 - Contact Information
 - Academic Information
 - Extracurricular Involvement
 - Church Involvement, Service, and Activities
 - 500-600-word essay**, answering a specific prompt (prompt changes yearly)
 - **Or Creative Product, if applicable
 - Defense of Scholarship Worthiness
 - Certification and Digital Signature page
2. Current high school or college/university/trade school **transcript** reflecting the current *cumulative* GPA for the current diploma or degree program

Fully completed Applications are due no later than **Thursday, April 6, 2023.**

Please reach out to this year's Scholarship Committee Chair, Missy Newcomer, with any questions.

Phone: 330-688-8313 (H); 330-329-6364 (M)

Email: mnewc2776@gmail.com

First Congregational Church of Tallmadge Scholarship Selection Process

Funds available for scholarships are determined yearly by the Investments and Endowments Committee based on a three-year rolling average of interest earned on investments. Certain scholarships are designated for specific areas of study.

The Scholarship Committee will meet to review and make any necessary changes/updates to the Official Application and Requirements for Candidacy prior to distribution.

Applications are usually made available in late February and are due in late March, but circumstances may require slight adjustments to this schedule.

Note: In order to maintain an ethical application process and ensure equity for all applicants, applications will be automatically disqualified if they

- **Are late/incomplete**
- **Do not meet all eligibility requirements** (see requirements on cover letter—**NOTE: The minimum GPA requirement *to apply* has been removed effective February 2023; instead, cumulative GPA for the current diploma or degree program will be weighted more heavily in the review process and will count for 20 points [15%] of the total candidate score)**

Before application information is shared with the Scholarship Committee, the church Administrative Assistant or other impartial church official will collect all applications, remove candidate names, and assign a unique control number to each application. This is to ensure objective consideration of each application by all committee members.

Relevant components of the application are worth a designated number of points toward the overall Scholarship Application score. Each member will review all components of each application and, using calibrated rubrics and scoring formulas, will assign points earned for each component.

Scored components:

- Cumulative GPA of (Academic Achievement): 20 points
(*Calculation is GPA multiplied by 5*)
- Extracurricular Involvement: 20 points
- Church Involvement, Service, and Activities: 40 points
- Essay: 40 points
- Defense of Scholarship Worthiness: 10 points

Once all members of the Scholarship Committee have reviewed and scored all applications, the committee will reconvene to compare and discuss results.

Appropriate qualifying scores will be determined each year based on the number of applications received and the compilation of scores earned overall. Scholarship recipients and dollar amounts awarded will be determined based on the scores deemed eligible by the committee.

Scholarship Committee members will agree to consider every application fairly, professionally, and objectively; to follow the calibrated scoring system to fidelity; and to keep all discussions regarding applications, scholarships awarded, and amounts given confidential.

Instructions for completing the 2022 FCC Memorial Scholarship Application

It is advantageous for everyone involved in this process for you to get your application completed and submitted as early as possible. Applications and Transcripts will be accepted at any time until the deadline. Do not feel like you must wait until the deadline (or close to it) before submitting. Keep in mind, being the “first one” to have an application fully completed and submitted leaves an impression, and so does being the “last one”!

If you encounter any issues accessing the application or understanding any step in the process, please do not hesitate to reach out to a committee member for help.

Step 1: Read and understand all information, requirements, policies, and procedures outlined in the published materials.

Step 2: You will complete all application components digitally. *It is **HIGHLY** recommended that you do the following, in order to avoid technological glitches:*

- Use Google Chrome as your Web Browser.
- Be logged into your Google (Gmail) account (if you do not have a Gmail account, plan to set one up for free).

Step 3: Request your **official transcript** from your current learning institution, **which will be used to verify the cumulative GPA to be used in the scoring process.** *It is important to do this as early as possible; transcripts will sometimes take a significant amount of time to be prepared and released by the institution.* *Be efficient with your time: you can be completing the other components of the application while you are waiting for your transcript to be delivered.*

- Arrange to have your transcript emailed to the church office: tallmadgefcc@sbcglobal.net on or before the established application deadline.
- Because report card information can be fluid/inaccurate, report cards will not be accepted in place of official transcripts.

Step 4: Access and complete the **online application** (Google Doc) via the church website: fctallmadge.org

- A copy of these instructions will be available on the website along with the application.
- Click on the application link; **you will first be prompted to make your own copy of the Google Doc.**
- Complete all sections of the application as instructed by **typing directly into the Google Doc.**
- **SAVE your completed application as a PDF document:**
 - The original application file name is “FCC Memorial Scholarship Application.” Without altering any part of that name, **ADD** your first and last name to the beginning of the file name: **First Last FCC Memorial Scholarship Application.**
 - Within Google Docs, click “File” and “Download.”
 - Select “PDF File” from the dropdown menu.
 - The new PDF file will save to the **hard drive** of your device (NOT your Google Drive), in your **Downloads** folder. Locate and open it. Review it to make sure everything appears as it should.
 - If you find you must make changes, you will need to return to the original Google Doc, change it as needed, and then complete the PDF download process again.

Step 5: Email the finalized/most recent PDF copy of your application to the church office: tallmadgefcc@sbcglobal.net on or before the established application deadline.