

THE OLD CAPITOL FOUNDATION SCHOLARSHIP APPLICATION

In order to be considered for a scholarship award of up to \$2,000 per academic school year, the applicant must:

- Be a resident of Fayette County for at least 2 calendar years prior to application
- Possess and maintain a minimum cumulative grade point average of 2.5 on a 4.0 scale (B-minus average)
- Provide an official high school transcript or official G.E.D. transcript with this application
- Must meet academic requirements for admission to a college, university, or technical school
- Must be attending an accredited college or a technical school during the eligibility year(s) of the scholarship
- Submit the completed application in its entirety with all addenda in a single envelope to:

Old Capitol Foundation
Scholarship Attention: Trust
Department
The FNB Community Bank
311 Banker Blvd.
Vandalia, IL 62471

All application materials must be received no later than 4:00 p.m. April 1st. The recipient of this one-year scholarship may apply for renewal.

This application must be reviewed and confirmed by the high school principal or counselor below.

I have reviewed this application and confirm that the information presented throughout the application is accurate and that it is the authentic work of the applicant. In addition, I verify that this individual exemplifies good citizenship. (Signature is needed if applicant is currently attending high school or has graduated from high school within the past 5 years)

Principal or Counselor's Signature

Principal or Counselor's Name

Professional Title

Phone Number

Section 1: Applicant Information

Last Name First Name Middle Initial

Address City, State, Zip

Social Security Number Date of Birth

Phone Number Cumulative GPA (4.0 scale)

Name(s) of Parent(s) or Guardian(s)

Signature(s) of Parent(s) or Guardian(s) (Parent / Guardian signature applies only in applicant is a dependent of the parent / guardian)

Section 2: Academic History

High School Information

Name of High School Phone Number

Street and/or P.O. Box City, State, Zip

Date of Graduation G.P.A. Number in Class Class Rank

An official copy of your high school and / or college / university and / or technical school or G.E.D. transcript must be attached to this application.

A.C.T. Score S.A.T. Score (if applicable) G.E.D. Score (if applicable)

If neither the A.C.T. nor the S.A.T. test was taken, please indicate why:

Section 3: College / University / Technical School Information

Proposed Major

Please list the schools to which you have applied and the status of your application below. Please attach a copy of the acceptance letter for all schools to which you have been offered admission.

School Name	Location	Accepted	Pending
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Section 4: Financial Information

Family & Income

If the applicant is a dependent on the parent / guardian's tax return, please **submit copies of the last two years' federal income tax returns showing the adjusted gross income** for the parent/guardian. If the applicant is not a dependent, the applicant should submit their own tax return.

What was your family's adjusted gross income from last year's tax return?

How many family members are living at home currently?

Of this number, how many are considered dependents?

Of this number of dependents, how many are children?

How many family members are currently attending college / technical school?

College / Technical School Costs & Support

What is the projected annual cost for you to attend college? (tuition, housing, books, etc.)

What is the combined projected annual cost of attending college for other family members (members of your household) next year?

How do you plan to pay for your first year of college / technical school?

What scholarships or financial aid have you applied for and/or received which will help offset these costs? Please provide details below:

Scholarship / Financial Aid	Received	Pending	Amount
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Other Financial Considerations

Please include financial support you expect or do not expect to receive from your family and other sources. Please include any other financial information you would like for the Scholarship Selection Committee to take into consideration when reviewing your application.

Section 5: Community Involvement

School Activities

List up to 5 school activities in which you have participated, along with the number of years of membership or participation, and any offices or leadership positions you held.

Organization or Activity	Number of Years	Offices Held
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Community Activities

List up to 5 non-school activities in which you have participated, along with the number of years of membership or participation and any offices or leadership positions you held.

Organization or Activity	Number of Years	Offices Held
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Volunteerism

List significant volunteer work you have completed and briefly describe your experience.

Employment

Are you currently employed? Yes No

If yes, list employer(s), type of work and approximately how many hours you work per week.

Are you employed during the summer? Yes No

If yes, list employer(s), type of work and approximately how many hours you work per week.

Use this space to provide any additional information regarding your past employment experiences such as employer, type of work, and length of employment.

Section 6: Achievement: Honors, Awards, and Positions

List up to 5 honors, awards (school, non-school, and community), and/or positions (either group leadership or workplace positions).

Brief Written Synopsis of Activity

Select one of your activities (extracurricular, volunteer, personal, or a work experience), and describe its importance in your personal growth and development. Limit your response to the space provided here.

Section 7: Personal Narrative

This personal narrative helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize thoughts and express yourself. We are looking for an essay that will help us know you better as a person and as a student. Your personal narrative is a principal factor in the evaluation of your application. Your narrative must be in your own words, **in your own handwriting (not typed)**, and 500 words or less. Please choose one of the following topics for your essay:

- What are your career goals and why are you interested in your chosen field of study?
- How will you use your career / education to positively impact your community?
- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have face and its impact on you.

Use the following pages for the final draft of your personal narrative.

Word Count

Section 8: Letters of Recommendation

Applicants must submit two (2) letters of recommendation chosen from the following:

1. One letter from a high school teacher, guidance counselor, or school administrator. The letter should address the applicant's academic potential. This is a requirement for current high school seniors applying for the scholarship.
2. One letter from a college / university teacher, counselor, or administrator. The letter should address the applicant's academic potential. This is a requirement for current college / university students applying for the scholarship.
3. One letter from a technical school teacher, counselor, or administrator. The letter should address the applicant's academic potential. This is a requirement for current technical school students applying for the scholarship.
4. One letter from someone other than a school source. This letter should address the potential contributions the applicant may provide the community and the potential legacy the applicant will leave to the community.
5. One letter from an employer. This letter should address the work ethic, responsibility, and dependability of the applicant and the potential merit of post-secondary education for the candidate.

Letters of recommendation must be submitted with the other parts of the total application in one packet and must not be submitted separately. Do not use letters of recommendation from relatives. Please provide contact information for the individuals writing the letters of recommendation:

Recommendation Letter #1

Name Address City, State, Zip

Telephone Relationship

Recommendation Letter #2

Name Address City, State, Zip

Telephone Relationship

Section 9: Affidavit of Applicant

- I certify that all information in my application, including my personal narrative, is my own work, factually true and honestly presented.
- I hereby affirm that I am a current resident of Fayette County and have been a resident of Fayette County for year(s).

For an applicant living at home and claimed as a dependent, a parent or guardian’s signature is also required to confirm the above statement.

Date Applicant Signature

Date Parent / Guardian Signature(s)

Date Parent / Guardian Signature(s)

Parent / Guardian Telephone

The Old Capitol Foundation Scholarship Application Checklist

1. Cover Letter: The applicant must submit a **one-page cover letter** (business letter format – see sample on next page) requesting consideration of his / her scholarship application. The applicant should include anything he / she would like the Scholarship Selection Committee to know which is not mentioned in any other part of the application.
2. Scholarship Application: All sections of this application **must be completed**. Incomplete applications will not be considered. Likewise, applications with supplementary information will not be considered. Use only this official application form.
3. Financial Information: Financial need is one aspect considered by the Scholarship Selection Committee. Please submit **copies of the last two years' federal income tax returns showing the adjusted gross income**. Please provide sufficient details in this section so that the Scholarship Selection Committee is able to make an appropriate determination of the applicant's financial need.
4. Narrative: The narrative is an important part of this application. It is one way for the Scholarship Selection Committee to get to know the applicant as a person. The narrative must be written by the applicant and **must be handwritten on this form (not typed)**. The narrative must not exceed 500 words. Please refer to the narrative section of the application for specific details.
5. Transcripts and Academic Records: Submit an **official high school, official technical school transcript, official college / university transcript, or official G.E.D. transcript** indicating your most recent academic record.
6. Letters of Recommendation: The applicant must submit **two (2) letters of recommendation**. Please refer to the letters of recommendation section of the application for specific details. Please share this information with the individuals writing these letters of recommendation.
7. Principal or Counselor Signature (if applicable): This application **must be signed by either the applicant's high school principal or guidance counselor, unless you graduated from high school more than 5 years ago**. This school official's signature confirms that the academic and school-setting information presented in this application is accurate. It also confirms that the narrative has been handwritten by the student applicant.
8. Scholarship Deadline: By 4:00 p.m. on April 1st of the current year.

SAMPLE BUSINESS LETTER

(Date)

Trust Department
The FNB Community Bank
311 Banker Blvd.
P.O. Box 40
Vandalia, IL 62471

To Whom It May Concern:

I wish to be considered for the Old Capitol Foundation Scholarship.

(GIVE EXPLANATION – REASON - CONSIDERATIONS)

The enclosed application has been completed in accordance with the requirements of the Scholarship Selection Committee and the Board of Directors of the Old Capitol Foundation.

I am aware of the obligations and responsibilities that are expected of scholarship awardees and I will conduct myself in a manner that will represent the integrity of the Old Capitol Foundation.

Sincerely,

(Signature)

(Printed Name)

(Printed Address)