

October 18, 2011

Abraham Scott
The Janice M. Scott Memorial Scholarship Fund
Post Office Box 1023
Springfield, Virginia 22151

District Office or High School

Dear Sir/Madam,

The Janice M. Scott Memorial Scholarship Fund was established in October 2001 by the husband (Abraham) and family members of the late Janice Marie Scott (nee: Holmes) to honor her legacy as a tremendous advocate for youth and a dedicated supporter of community services within the Greater Metropolitan Area of Washington, DC. Mrs. Scott was one of the 125 individuals who perished in Pentagon when terrorists crashed American Airlines Flight 77 into the building of the Pentagon on September 11, 2001. I am please to announce that this high school academic year will be the 4th year that her scholarship program has been offered at the national level.

It is my intention to recommend that the board members approve between three to five scholarships for this high school academic year. The amount of each scholarship will be \$2,500. These scholarships will be issued on a one-time basis. A check for the amount of the scholarship will be mailed directly to the college or university of the recipient for posting to his/her student account.

If a high school senior wishes to apply, he or she must complete the application at enclosure 1 and submit it along with the other requested documents as specified in enclosure 2. Applications and requested documents must be received or postmarked on or before the deadline date of March 31, 2012. Application packets should be mailed to the following address: Janice M. Scott Memorial Scholarship Fund, ATTN: Abraham Scott, Post Office Box 1023, Springfield, Virginia 22151.

First, I want to highlight a few changes to the guidelines. The first entails adjusted income. A ceiling has been imposed on the adjusted income of the parent(s). We will only accept application packets if one or both parents has/have a total adjusted income of \$100,000 or less. The minimum grade-point-average has been increased from 2.50 or higher to 3.0 or higher. Documents in the submission packets are not to be stabled or paper clipped. Applicants are required to line-through with an ink pen or white-out any sensitive information such as social security number(s) on any document in their application submission packets to the Fund. Finally, applicants are only required to submit the original copy of the essay. No copies are required.

Second, I wish to reiterate that the evaluation process of the scholarship packets is based primarily on a "need" basis. The process involves four categories. They are (1) need, (2) academics, (3) community services, and (4) writing skill. One-hundred points are proportionally allocated to the four categories. An applicant therefore can receive a maximum of 40 points for need, 25 point for academics, 25 points for community services, and 10 points for writing skills.

This method of selecting scholarship recipients has been successful in awarding thousands of dollars in scholarships to the most deserving applicants since the start of the scholarship program. During this year, the staff of the Janice M. Scott Memorial Scholarship Fund awarded scholarships to eleven recipients. They are as follows:

Leena M. Doolabh
Searcy High School
Searcy, Arkansas

Chante M. Graham
Harrison High School
Colorado Springs, Colorado

Nathaniel B. Knitter
Harrison, High School
Colorado Springs, Colorado

Jessica B. Stone
Pine View High School
Saint George, Utah

Rebecca C. Smith
Madison County High School
Danielsville, Georgia

Obagaeli Ngene-Igwe
Whetstone High School
Columbus, Ohio

Kim T. Ho
Sheldon High School
Sacramento, California

Nishikwa L. Mellerson
Manning High School
Manning, South Carolina

Brook S. Hernandez
Cedaredge High School
Delta, Colorado

Elijah N. Baker
Westside High School
Augusta, Georgia

Erika Crabb
Lake Braddock Secondary School
Burke, Virginia

Do not hesitate to e-mail me with questions. The e-mail address is geraldine@starpower.net. Thank you.

Sincerely,

Abraham Scott
Chairman, Board of Directors
Janice M. Scott Memorial Scholarship Fund

2 encls

Janice M. Scott Memorial Scholarship Fund (JMSMSF)
High School Academic Year 2011/2012 Scholarship Criteria Sheet

I. Qualification/Eligibility

- a. US Citizen or permanent resident of US
- b. GPA of 3.0/equivalent or higher (out of a 4.0 scale)
- c. High School Senior who will matriculate full-time at a US accredited four-year college or university within the fifty states or District of Columbia starting at the beginning of the fall semester or quarter of 2012.
- d. Have demonstrated leadership abilities through participating in community services or other extra curricular activities
- e. Combined adjusted income of the parents cannot exceed \$100,000.

II. Required Documentation

- a. **Application-** Each candidate must submit a complete and timely application. An application will be considered incomplete and not processed if all instructions have not been followed or the material presented is insufficient to permit an adequate review. Do not send supplemental or corrected material after the deadline date. Applications must be typed or completed with the use of a black/blue writing ink pen. The Fund will not accept any application filled out with a pencil. Application and related documents should be neat and easy to read. Materials should be impeccable in terms of appearance and legibility. Mail the complete application packet so that it is received or postmarked on or before the deadline date of March 31, 2012. Application packet should be mailed to:

Janice M. Scott Memorial Scholarship Fund
ATTN: Abraham Scott
Post Office Box 1023
Springfield, Virginia 22151

- b. **Official Transcript-** An official copy of the applicant's high school transcript provided by the high school staff in a sealed envelope must be included in the application packet. Submission of an application with required documents for this scholarship constitutes your authorization for the JMSMSF Scholarship Selection Committee to review your academic record.
- c. **Letters of Recommendation** – Each packet must include two letters of recommendation (LOR). One of the letters must be from a faculty member who has taught the applicant in the classroom. Each LOR must include the reference's name, address, telephone number, and information regarding how long and in what capacity he or she has known the applicant.
- d. **Financial Document** – The submission packet must include a copy of the applicant's Student Aid Report from the Department of Education. If this report is not available, the applicant can submit a copy of his/her parent(s) 2011 (WILL NOT ACCEPT 2010 OR ANY OTHER PRIOR YEAR'S INCOME TAX RETURNS) income tax return (Submit only the front and back of the 2011 IRS Form 1040 or IRS Form 1040 EZ).
- e. **High School Senior Picture** - A high school senior picture or a picture taken above the waistline and in color. The picture must be an original or printed on official photo paper. Do not submit any picture taken at an angle. Applicant is required to print his/her full name on the reverse-side of the picture.
- f. **Essay** – Each candidate must provide a 500-1000 word essay focusing on “Describing his or her planned undergraduate study and how he or she plans to apply it upon graduation”. Essay technical requirements: double space, 11 point font size, one (1) inch margin on all sides, submit original only, submit in English, and certify authorship/originality at the end of the essay. The essay will be evaluated on originality, content, thought provoking ideas, innovation, and concepts previously unpublished. Applicant must certify the authenticity or /propriety ship of the writing at the end of their essay.
- g. **Application Submission Instructions:** Do not staple or place paper-clips on any documents in the submission packet. White-out or line-through with an ink-pen any sensitive information such as social security numbers on any documents in the application submission packet.

Janice M. Scott Memorial Scholarship Fund Application

You are to submit all documentation to The Janice M. Scott Memorial Scholarship Fund, ATTN: Mr. Abraham Scott, Post Office Box 1023, Springfield, Virginia 22151

I, _____ have read and understand the requirements of the Janice M. Scott Scholarship Fund application submission process. I authorize school personnel of my high school to release transcripts of my academic record and other information requested for consideration by the Janice M. Scott Memorial Scholarship Fund Scholarship Selection Committee. I understand that this application will be made available only to qualified individuals who need to see it in the course of their duties. I waive the right to access any sealed prepared and/or written documents in support of my application submission process. If selected for a scholarship, I agree to allow my photo and mini-BIO be posted on the Janice M. Scott Memorial Scholarship Fund's website. I also affirm the information contained herein is true and accurate to the best of my knowledge and belief.

Date _____ Signature _____ *

Legal name in full (Print/Type)			
	Last Name	First Name	M.I.
Address of Permanent residence	Number, Street, and Apartment Number		
	City	State	ZIP
	Name of your High School		
School Name			
Address of High School	Address		State ZIP
<input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other		Home telephone: () School telephone: () E-mail address:	
Class Rank: Number _____ out of a total of _____ Seniors		Date of birth	Age
		Month/Day/Year	
(Check one) I am a <input type="checkbox"/> US citizen <input type="checkbox"/> Permanent resident <input type="checkbox"/> Resident alien expecting citizenship by the date of award			
Current cumulative GPA		On a scale of	

*Parent or Legal guardian's signature is required if applicant is under 18 years of age.

Name: .

1. List high school activities (student government, sports, publications, school sponsored community service programs, student-faculty committees, arts, music, etc.) List in descending order of significance.

High School Activities

Dates

Offices

2. List public service and community or civic activities (homeless services, environmental protection/conservation, advocacy activities, work with religious organizations, etc). Do not repeat items listed previously. List in descending order of significance.

Activities/type
Of work

Role/employer

Dates

of Weeks Active/Average
number of hours or weeks

3. List part-time/full-time jobs, non-government interns, and government activities (internships with government agencies, partisan political activities, ROTC, municipal boards, and commissions). List student government under item

4. List awards, scholarships, publications or special recognitions that you have received. List in descending order of significance.