Altrusa International of Oak Ridge

PO Box 5763, Oak Ridge, TN 37831-5763

February 2020

Dear Applicant,

Altrusa International of Oak Ridge is a civic organization of professional women involved in community service and literacy. Altrusans seek to encourage and support women in our community who are striving to complete their education, search for jobs, and become financially independent. As part of this interest, Altrusa is offering scholarships of up to $1000 to deserving women who have returned to college or other schools after interrupting their education or who are beginning their post-high school education and who demonstrate a genuine financial need.

The **Sarah Ketron Scholarship** is intended for women who are non-traditional students and have interrupted their studies for work or family obligations and are returning to school to complete their education or for women who are beginning their education after an interruption between high school and college. It is named in honor of the late Sarah Ketron, Altrusa president in 1973-74. She was for many years a school counselor in Oak Ridge as well as a community leader and volunteer.

The **Altrusa Scholarship** is available for women who are continuing their education, post-high school, at an institution of higher learning, such as a university, community college, or technical college.

Enclosed is this year's Altrusa Scholarship Package, including criteria for applying and application forms. **Applications and additional materials must be received by email or postmarked by close of business, Friday, March 27, 2020**. If you believe you meet the listed criteria, we encourage you to apply. Please email your application to altrusascholarship@gmail.com or return your application to the address below. All supporting documents must accompany the application or be provided prior to the deadline to be considered.

Altrusa International of Oak Ridge
Attn: Scholarship Committee
P.O. Box 5763,
Oak Ridge, TN 37831-5763

We appreciate your interest and wish you great success in your academic and professional career. Feel free to contact us by the above email if you have questions regarding the application process.

CRITERIA FOR ALTRUSA SCHOLARSHIPS

☐ I am applying for the **Sarah Ketron Scholarship** intended for women who are non-traditional students and have interrupted their studies for work or family obligations and are returning to school to complete their education, or for women who are beginning their education after an interruption between high school and college, and who demonstrate a genuine financial need.

☐ I am applying for the **Altrusa Scholarship** for women who are continuing their education post-high school, at an institution of higher learning, such as a university, community college, or technical college, and who demonstrate a genuine financial need.

All applicants must provide the documentation and information requested below or the application will not be considered.

Scholarship monies will be given directly to the institution to be used for tuition, books and other academic fees.

***All applications must meet the following criteria and be submitted or postmarked by Friday, March 27, 2020*:**

> Applications may be submitted via email to altrusascholarship@gmail.com, or typed or legibly written in black ink and mailed with other required documentation.

> Applicants must show proof of admission to a post-high school educational institution, such as a university, community college, or technical college (four-year or two-year) and be enrolled in at least the minimum number of hours required by the institution, prior to the term of attendance.

> Applicant must provide an official transcript from the academic institution most recently attended before the application deadline.

> In addition, applicants chosen for consideration must be available for an interview by members of the Altrusa Scholarship Committee **April 27-29 or May 4-6.**

> Applicants who are awarded a scholarship are expected to attend the Altrusa International of Oak Ridge meeting on **Wednesday, May 27, 2020** from 11:30 a.m. until 1:00 p.m. Recognition of scholarship recipients will be made at that time.

RELEASE OF INFORMATION

I hereby authorize the Financial Aid office and the Records and Registration office at the educational institution or the vocational or technical school I am attending to release any information in my permanent student records and financial aid records to the individual(s) responsible for the screening and/or selecting of the scholarship(s) named in this application. I understand that all information will be held in complete confidence.

I certify that the information in this application is true and hereby agree that in the event I receive a scholarship, my grade point average, address, stated goals in life and other pertinent information can be released to the Altrusa International of Oak Ridge scholarship selection committee.

_____

Applicant Signature

_____

Date

Scholarship Application

All information provided in this application will be held in strict confidentiality for the use of the Altrusa Scholarship Committee.

Applicant Information

Full Name: _____ Date of Birth: _____

Address: _____
Street Address/PO Box *Apartment/Unit #*

_____
City *State* *ZIP Code*

Cell Phone: _____ Email _____

Home Phone: _____ Day Phone _____

Education

1. **Please list your previous educational experience, degree/certificate attained, and grade point average.(GPA)**

School: _____

Degree/Certificate: _____ GPA: _____

School: _____

Degree/Certificate: _____ GPA: _____

School: _____

Degree/Certificate _____ GPA: _____

School: _____

Degree/Certificate: _____ GPA: _____

2. Please identify the institution and course of study where you will use this scholarship.

School: _____

Address:: _____

Course of Study: _____

Income

3**. What is the total family income?** _____

Household Members

4. List other members of your household (those who are listed on your household's tax return) and their relationship to you

# of Household Members		Relationship to you
	0-12 years old	
	13-20 years old	
	21-40 years old	
	41-60 years old	
	Over 60 years old	

Community Service

5. List your significant school, church, clubs, and community activities, as well as any leadership positions you have held:

Previous Employment

6. List work experience, including part-time jobs. Please list by company name location, job title and dates of employment from most current to oldest.

Company: _____

Address: _____

Job Title: _____

From: _____ To: _____

Company: _____

Address: _____

Job Title: _____

From: _____ To: _____

Company: _____

Address: _____

Job Title: _____

From: _____ To: _____

Company: _____

Address: _____

Job Title: _____

From: _____ To: _____

Company: _____

Address: _____

Job Title: _____

From: _____ To: _____

Honors/Awards

7. List any special honors, awards or recognitions you have received either in school or in the community:

Other Scholarships/Financial Assistance

	YES	NO
8a. Are you receiving the Tennessee Promise Scholarship?	☐	☐
8b. Are you receiving other financial support? If YES, please explain below:	☐	☐

Additional Questions: (Please attach additional pages if needed)

1. Why do you wish to attend a post-high school institution of higher learning? (300 words or less).

2. List your goals for post-high school education. (100 words or less).

3. Describe your need for financial aid and how you plan to finance your post-high school education. Please include all sources of funding available to you, including other scholarship awards or grants you have received at the time of application. (300 words or less).

4. How would the Altrusa Scholarship help you achieve your career goals? (100 words or less).

References

List the names of three people (e.g., former employers, teachers, counselors and mentors), who know you well enough to give a reference. Explain your relationship to each. Please let them know they may be contacted.

Full Name: _____ Title _____

Relationship _____

Affiliation: _____ Daytime Phone: _____

Email: _____ Evening Phone: _____

Full Name: _____ Title _____

Relationship _____

Affiliation: _____ Daytime Phone: _____

Email: _____ Evening Phone: _____

Full Name: _____ Title _____

Relationship _____

Affiliation: _____ Daytime Phone: _____

Email: _____ Evening Phone: _____

Submitting Your Application

All applications and supporting documentation must be received or postmarked **no later than Friday, March 27, 2020**

Submit electronically (preferred method):

To complete and submit this application electronically, fill out the form, save the file to your desktop as a pdf and rename it with your name. Then, create a new email message, attach the file, and send to altrusascholarship@gmail.com

Or

Submit a printed copy by mail to:

Altrusa International of Oak Ridge Attn: Scholarship Committee
P.O. Box 5763
Oak Ridge, TN 37831-5763

SCHOLARSHIP APPLICATION CHECKLIST

To prevent any delay in processing your application, please check to see if you have enclosed in your Scholarship Application Packet to us:

> **Completed Scholarship Application. Either...**
- *Emailed,* ***or***
- *Typed,* ***or***
- *Legibly written in black ink.*

> **Proof of admission and enrollment to a post-high school educational institution.**

> **Official transcript from the academic institution most recently attended.**

> **You have listed at least 3 references in your application.**

Thank you!