

First Congregational Church of Tallmadge Memorial Scholarship Application

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Tallmadge, OH 44278
330-633-4931

February 2022

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 who are graduating or who have graduated from high school and who are 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 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)
 - Defense of Scholarship Candidacy
2. Certification and Signature page of application, printed and signed
3. Current high school or college/university/trade school transcript (***Minimum cumulative GPA of 3.0 is required***)

Fully completed Applications are due no later than **Sunday, March 27, 2022.**

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 made available in mid-to late-February and are due in late March. ***To ensure equity for all applicants, late/incomplete applications will be disqualified.***

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 (Academic Achievement): 10 points (GPA x 2.5)
- Extracurricular Involvement: 30 points
- Church Involvement, Service, and Activities: 40 points
- Essay: 40 points
- Defense of Candidacy: 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, Transcripts, and completed Certification/Signature pages 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”!

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

Step 2: You will complete all application components digitally except the Certification and Signature page (*hand-completed applications will not be accepted*). 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. 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: fcctallmadge.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.
- **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.
- Email the finalized/most recent PDF copy of your application to the church office: tallmadgefcc@sbcglobal.net on or before the established application deadline.

Step 5: PRINT, SIGN, and DATE the **last (Certification and Signature) page of the application**. Return this page to the church office on or before the established application deadline.