

Angie M. Houtz Memorial Fund Instructions for Applicants - 2013

The Angie M. Houtz Scholarship is issued to students enrolled in or attending Maryland two or four-year public colleges. While the scholarship will be issued only to students attending Maryland public institutions of higher learning, the applicant does not have to be a Maryland resident. International students are encouraged to apply. The scholarship is awarded to students based on their academic achievements and community service background.

The Angie M. Houtz Memorial Fund will issue at least one \$3000 scholarship in the summer of 2013.

Conditions of Eligibility

Applicants must meet the following criteria in order to be eligible for the Angie M. Houtz Memorial Scholarship:

1. Cumulative, Unweighted Grade Point Average of at least 3.0 on a 4.0 scale.
2. Attend or be accepted to attend, a public two or four-year college in Maryland full-time.
3. Must have participated in at least 200 hours of community service in the last 5 years.
4. Must not be related to any member of the Board of Directors.

All application materials must be postmarked by April 30th, 2013.

Selection Procedures

Members of the Board of Directors will review all applicant materials. Applicants will be ranked by Grade Point Average, amount and nature of community service, strength of letters of recommendation and essay quality. The highest ranked applicant(s) will be issued scholarship(s). No interviews will be conducted.

Only scholarship recipient(s) will be notified of their award. Notification to the recipient(s) will be made in the summer of 2013. Winners will be issued checks for the entire scholarship amount at the time of notification.

We may publish, with the winner's permission, certain general information including the winner's name, educational background, community service and future educational plans.

Scholarship Conditions

The scholarship may only be used for tuition, fees, books, and room and board. Payments from the Angie M. Houtz Memorial Fund may be received to supplement benefits from the educational institution, or from other foundations, institutions, or organizations. Verification of enrollment and proof of proper use of the funds will be required at the conclusion of the first semester. An official transcript will be required as verification of enrollment. A letter describing the allocation of the funds will also be required.

Preparation of Materials

General Guidelines:

- Type or print using blue or black ink. Write legibly.
- Send the application form and all supporting documentation (official transcript, letters of reference, etc.) together in **one envelope**.
- **Do not** include descriptions of activities, work experience and/or awards not asked for in the application.
- Contact the Board of Directors at angiefund@yahoo.com with any questions.

1. **Student Information:** Provide your permanent address as indicated on the form. Also provide your home phone number and school phone number, email address, date of birth, gender and country of permanent residence. You must complete all of this information. Applications with any information missing will be considered ineligible.

2. **School Information:** Provide the name, address, phone number and expected graduation date for the school or college you are currently attending. If you will be attending a different school in the following academic year, indicate that school's name, address, phone number and expected graduation date. You must complete all of this information.

3. **Grade Point Average (GPA):** You must provide your current, cumulative **unweighted GPA on a 4.0 scale**. You must also include an official transcript. If you have attended your current school for less than one year, include a transcript from your previous school as well. Do not have the transcript(s) sent to the Fund separately; the transcript(s) must be included with your application.

4. **Extracurricular Activities:** List all extracurricular activities you have participated in during the last 5 years. Indicate the dates you participated in each activity. Do not include community service activities in this section.
5. **Community Service Information:** You must provide details regarding your community service for each organization you served in the past 5 years. For each separate organization you must provide: the name of the organization, your supervisor at the organization, contact information for your supervisor, total number of hours served, when you participated in the community service, and a description of service. You must also provide your total hours of community service across all of the organizations you served. You must have conducted at least 200 hours of community service. Verification of service will be established prior to issuance of the scholarship.
6. **Essay:** Type a 1 – 2 page, double-spaced essay on the indicated topic. The essay should be attached to the application form. This is the only guidance for writing the essay.
7. **Letters of Recommendation:** Provide three (3) letters of recommendation: one Personal Reference, one Academic Reference, and one Community Service Reference. The writer of each letter must also complete a Recommendation Form (provided in the application.) It may be useful to explain the scholarship to the writer of your letter so that he/she may tailor it to the qualities important to this scholarship. The writers of the letters should complete the form and the letter and place both in a sealed envelope. Submit the letters with your other scholarship materials. Do not mail the letters of recommendation separately from your application packet. The Board of Directors may contact the writers of letters of recommendation with further questions.

IMPORTANT DATES:

Applications must be postmarked prior to April 30th, 2013.

Winner(s) will be notified in the summer of 2013.

APPLICATION PACKET CHECKLIST:

- Completed Application Form
- Transcript(s)
- Typed Essay
- Three (3) Sealed Recommendation Forms with letters of recommendation

**Angie M. Houtz Memorial Fund
Scholarship Application Form – 2013**

This form must be completed in its entirety. Do not leave any spaces blank. Please type or print using blue or black ink. Send all required supporting documentation (official transcript, letters of reference, etc.) with this application form in one envelope. Do not send supporting documentation in a separate envelope or at a later time. Incomplete applications will not be processed. Send completed forms and supporting documentation to:

Angie M. Houtz Memorial Fund
1450 Mercantile Lane
Suite 207C
Largo, MD 20774

Please do not include descriptions of activities, work experience and/or awards not asked for in this application. Only information specifically requested in this application will be considered.

An applicant cannot be related to a member of the Board of Directors.

See the previous pages containing the “Instructions for Applications” for a detailed description of how to complete these forms. If you have any questions, please address them to the Board of Directors via email at angiefund@yahoo.com.

1. Student Information

Name:

First Name

Middle Initial

Last Name

**Permanent
Mailing Address:**

Number, Street, and Apartment Number

City

State

Zip

Home Phone:

Cell Phone:

Email address:

Date of Birth:

MM/DD/YY

Gender: Male Female

Country of Permanent Residence:

Name:

2. School Information

**Name of School/College
Currently Attending:**

Mailing Address:

Number, Street, and Apartment Number

City

State

Zip

Phone:

Expected Graduation Date:

**Name of College Attending
Next Academic Year:**

(If different than above)

Mailing Address:

Number, Street, and Apartment Number

City

State

Zip

Phone:

Expected Graduation Date:

Name: _____

3. Grade Point Average (GPA)

You must have a cumulative, unweighted Grade Point Average (GPA) of 3.0 or above on a 4.0 scale to be eligible for this scholarship. Your application will not be processed if you only provide a weighted GPA. If your school does not calculate an unweighted GPA on a 4.0 scale, please convert your GPA to a 4.0 scale and provide it below.

To calculate an unweighted GPA follow the steps below:

1. Assign points to each letter grade: A = 4, B = 3, C = 2, D = 1, F = 0
2. Total the points
3. Divide by the total number of classes/credits

Please include an official, sealed transcript for the school or college you are currently attending. If you have attended your current school for less than one year, then also include an official, sealed transcript from your previous school.

Current Unweighted Cumulative GPA: _____

Name: _____

4. Extracurricular Activities

Please list all of the extracurricular activities you have participated in during the last 5 years. These activities include participation in sports teams, religious groups, fraternities/sororities, etc. There is a separate section for extracurricular activities related to community service so **do not include** those activities here. Attach additional typed pages if the space provided is insufficient.

Activity	Dates of Participation in Activity
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Do you currently have a part-time job? Yes No

If Yes, please indicate the number of hours worked per week: _____

Name: _____

5. Community Service Information

You must have a demonstrated interest and enthusiasm for community service. Your dedication to volunteering and helping others must go above the requirements for graduation and must exceed 200 hours in the last 5 years. Use the space below to identify the community service you have performed. List your service to various organizations in descending order of significance. **Be sure to provide the total number of hours you served at each organization in the "Number of Hours Served" space and the total number of hours across all of the organizations in the "Total Community Service Hours" space at the bottom of the page.** Copy this page or attach a typed list if the space provided is insufficient.

Name of Organization: _____

Name of Supervisor: _____

First

Last

Title

Supervisor Phone: _____

Number of
Hours Served: _____

Dates of
Service: _____

Description of Service: _____

Name of Organization: _____

Name of Supervisor: _____

First

Last

Title

Supervisor Phone: _____

Number of
Hours Served: _____

Dates of
Service: _____

Description of Service: _____

Name of Organization: _____

Name of Supervisor: _____

First

Last

Title

Supervisor Phone: _____

Number of
Hours Served: _____

Dates of
Service: _____

Description of Service: _____

TOTAL COMMUNITY SERVICE HOURS (for all organizations): _____

Name: _____

6. Essay

Please write a 1 – 2 page essay on the following topic. The essay should be typed, double-spaced, and attached to this form.

Angie kept her academics and service as a priority in her life. She spent countless hours tutoring children, serving the homeless and poor, and even traveling abroad to reach out to families in need.

Why should you be the 2013 recipient of the Angie Houtz Memorial Scholarship?

7. Letters of Recommendation

Please provide three (3) Letters of Recommendation with this application. One letter must be written by a friend or family member (Personal Reference). One letter must be written by a teacher/professor or counselor (Academic Reference). One letter must be written by someone who knows you through your community service work (Community Service Reference). You may want to explain the scholarship criteria to the writers so that they can appropriately tailor their letter. Please have the writers of your letters of recommendation complete the following appropriate Recommendation Form and attach their letters. **The writers should then place the completed form and letter in a sealed envelope to be included with your application form and other materials.**

Recommendation Form – Personal Reference

Please complete the following form and attach your typed recommendation. Please return this completed form and your letter of recommendation to the applicant in a sealed envelope.

Name of Applicant

First Name

Last Name

Your name:

First Name

Last Name

Title:

Address:

Number, Street, and Apartment Number City

State

Zip

How long have you known the applicant?

In what capacity have you known the applicant?

Please check whether you feel that the applicant is below average, average, good, very good or excellent for the following characteristics.

Characteristic	Below Average	Average	Good	Very Good	Excellent
Responsibility					
Compassion					
Leadership					
Motivation					
Work Habits					
Independence					
Initiative					
Potential for Growth					

Recommendation Form – Academic Reference

Please complete the following form and attach your typed recommendation. Please return this completed form and your letter of recommendation to the applicant in a sealed envelope.

Name of Applicant

First Name

Last Name

Your name:

First Name

Last Name

Title:

Address:

Number, Street, and Apartment Number City

State

Zip

How long have you known the applicant?

In what capacity have you known the applicant?

Please check whether you feel that the applicant is below average, average, good, very good or excellent for the following characteristics.

Characteristic	Below Average	Average	Good	Very Good	Excellent
Responsibility					
Compassion					
Leadership					
Motivation					
Work Habits					
Independence					
Initiative					
Potential for Growth					

Recommendation Form – Community Service Reference

Please complete the following form and attach your typed recommendation. Please return this completed form and your letter of recommendation to the applicant in a sealed envelope.

Name of Applicant

First Name

Last Name

Your name:

First Name

Last Name

Title:

Address:

Number, Street, and Apartment Number City

State

Zip

How long have you known the applicant?

In what capacity have you known the applicant?

Please check whether you feel that the applicant is below average, average, good, very good or excellent for the following characteristics.

Characteristic	Below Average	Average	Good	Very Good	Excellent
Responsibility					
Compassion					
Leadership					
Motivation					
Work Habits					
Independence					
Initiative					
Potential for Growth					