

**MANHATTAN PUBLIC SCHOOLS FOUNDATION, INC.**  
**SCHOLARSHIP APPLICATION**  
(REVISED May, 2021)



**1. WHAT IS IT?**

Three \$1000.00 scholarships will be awarded to three 12<sup>th</sup> grade students at Manhattan Public Schools for the school year \_\_\_\_\_, to be paid to the (accredited) school of post high school education of choice. Criteria for awarding the scholarships is listed below.

**2. WHO IS ELIGIBLE?**

Any high school senior as of September \_\_\_\_\_, is eligible to apply if he/she meets these qualifications:

- Is enrolled and will be graduating from Manhattan Public High School, Manhattan, Montana
- Has a cumulative grade point average (GPA) of 2.75 or above on a 4.0 scale for the previous two and one half academic years (10<sup>th</sup> grade through first semester 12<sup>th</sup> grade only); and
- Plans to continue their education or training beyond high school in any U. S. accredited training, licensing or certification program or institution of higher education.

**3. SELECTION OF THE WINNERS**

Foundation Scholarship Winners are selected on the basis of the information submitted in each student's application.

**4. WHAT'S THE APPLICATION DEADLINE?**

The postmark deadline for application is May 15. Application packages may not be faxed or emailed.

**5. WHAT DO JUDGES LOOK FOR?**

Judging is based on outstanding achievements in many areas of your life. While in 10<sup>th</sup>-12<sup>th</sup> grades, first semester, your cumulative GPA must be at least 2.75 on a 4.0 scale.

You must also demonstrate accomplishments in three criteria areas:

- Leadership: have accomplishments
- Obstacles Overcome: have faced a significant Obstacle(s) or Challenge(s)
- Community Service: have assisted in your communities, school, organizations

## 6. HOW CAN MANHATTAN FOUNDATION SCHOLARSHIPS BE USED?

Winners may use the scholarships for enrollment and tuition, fees, books, supplies and equipment required for course instruction at accredited post-high school training institutions. The scholarships help pay for training that leads to certification in a trade school, technical school, graduation from a two-year college or four year university.

Winners must provide proof that they graduated from Manhattan Public High School and that they are enrolled in a U.S. accredited, post-high school, education or training program. Any award amount beyond the cost of educational expenses will be returned to the Foundation.

### INSTRUCTIONS

Please read carefully. All parts of the application must be submitted in one packet, all together; grammatically correct and one sided. Information sent separately or after the due date will not be accepted for any reason.

- A) **THE APPLICATION FORM**: All items on the enclosed application are required and must be fully completed.
- B) **CRITERIA STATEMENT**: Written by you, your Criteria Statement must discuss your most significant accomplishments in each of the three criteria: Leadership, Obstacles Overcome and Community Service.
- C) **COMMUNITY SERVICE VERIFICATION STATEMENT**: An adult representative from the organization(s) where your Community Service was performed will complete and sign this form.
- D) **REFERENCE LETTER**: Your application must include a letter written and signed by an adult who verifies and supports the information in your criteria statement.
- E) **GRADE TRANSCRIPT**: Will be requested only to break a tie.
- F) **APPLICATION DOCUMENT FORMAT**: All pages and materials must be on 8.5 x 11" paper. The type size for the Criteria Statement and reference letters must be no smaller than 11 point, grammatically correct and on one side of the paper.
- G) **DEADLINE FOR SUBMISSION**: Your completed application package containing the application form, the criteria statement and reference letter(s) must be postmarked on or before May 15, \_\_\_\_\_. All application packages become the property of the Manhattan Public Schools Foundation and will not be returned.

## LEADERSHIP

- Your Criteria Statement will be the main focus of the judges. Judges look for descriptions of meaningful accomplishments, lists of activities or achievements.
- Use examples of continuing leadership; not just brief, single events.

## OBSTACLES OVERCOME

- Describe the most significant personal difficulties, challenges or disadvantages that you have faced.
- Describe details of how you overcame the obstacle(s) and how you made the most of the resources, support and opportunities from your community, family and school to help overcome these obstacles.
- Your obstacles may be economic, emotional, social, physical or geographic.

## COMMUNITY SERVICE

- Describe up two or more unpaid, volunteer activities you have participated in by the date of your application.
- Describe the duties/responsibilities and accomplishments and/or results.
- Attending meetings of organizations does not qualify as community service nor do activities completed for your family or relatives (babysitting for siblings, for example.)
- Write in paragraph form. Do not submit a list.

## \*WHEN PUTTING YOUR CRITERIA STATEMENT TOGETHER:

- **Clearly title each section:** Leadership, Obstacles Overcome and Community Service.
- Write in paragraph(s); do not list. Your statement should not be longer than two typewritten or word processed on 8.5 x 11" paper.

## SEND APPLICATION TO:

Manhattan Public Schools Foundation Board  
PO Box 1223  
Manhattan, Montana 59741

## CHECKLIST TO MAKE SURE YOUR APPLICATION PACKAGE IS COMPLETE:

- \_\_\_ The Application Form
- \_\_\_ The Criteria Statement (two single-sided pages or less)
- \_\_\_ Community Service Verification Statements (2 statements)
- \_\_\_ One Reference Letter (two single-sided pages or less)

\*REMEMBER: THE APPLICATION MUST BE POSTMARKED ON OR BEFORE May 15, \_\_\_\_\_

**MANHATTAN PUBLIC SCHOOLS FOUNDATION, INC.  
SCHOLARSHIP APPLICATION FORM**

PLEASE TYPE OR PRINT LEGIBLY IN BLACK BALLPOINT PEN.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Post-Graduation Plans:**

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**Career I'm mostly likely to pursue:** \_\_\_\_\_

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**"I certify that the information on this form and application package is subject to verification by the Manhattan Public Schools Foundation, INC."**

**Applicant's Signature** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**MANHATTAN PUBLIC SCHOOLS FOUNDATION, INC.  
SCHOLARSHIP APPLICATION**

**THE COMMUNITY SERVICE VERIFICATION STATEMENT**

Please have your community service representative verify your service by filling out the form below for each community service activity that you included in your application.

**ACTIVITY #1** By completing the following statement you are verifying that all the community service described is true and accurate to the best of your knowledge.

**NAME OF ACTIVITY:** \_\_\_\_\_

"I certify that \_\_\_\_\_  
(applicant name)

Participated in \_\_\_\_\_  
(name of activity)

For \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(name of organization) (dates)

Signature of person verifying service \_\_\_\_\_

Title \_\_\_\_\_ Daytime Phone \_\_\_\_\_

**ACTIVITY #2**

**NAME OF ACTIVITY:** \_\_\_\_\_

"I certify that \_\_\_\_\_  
(applicant name)

Participated in \_\_\_\_\_  
(name of activity)

For \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(name of organization) (dates)

Signature of person verifying service \_\_\_\_\_

Title \_\_\_\_\_ Daytime Phone \_\_\_\_\_