



**Undergraduate Scholarship**  
**APPLICATION FORM**  
**Deadline January 15**

**Answer each item completely. Please type, print or write legibly.**

**NOTE: incomplete applications may not receive full consideration.**

Name	If available, student account or ID #		
Address			
City	State	Zip	
Telephone	home	cell	work
Email			
If FCPL employee or volunteer work location			
Name of educational institution you plan to attend and location			
Title of the academic program or course this application is for			
Have you received a Foundation Scholarship before? No <input type="checkbox"/> Yes <input type="checkbox"/> <b>If yes</b> , indicate year & type			
<b>Please provide responses to the following on a separate sheet(s) of paper.</b>			
1. Provide a brief description of the college-level course or academic program, including the cost. Indicate if this application is for a 2-year or 4-year program.			
2. List any higher-level education institution or secondary school where you received credit toward or were accepted or enrolled in an undergraduate program or college-level course. Provide your GPA or a copy of your transcript (an unofficial transcript is acceptable if it identifies the issuing authority and your cumulative GPA).			
3. List any scholarships, fellowships, and honors received.			
4. Provide any employment history for the past three years: include dates, employer and nature of work. Highlight any work experience relative to a library environment, public or private.			
5. Describe community, civic, or volunteer work including organization, dates, and activities.			
6. Briefly indicate specific competencies or characteristics that show your potential for academic excellence. State your likely interest for future work or volunteer service in a library environment.			
7. Provide a reference from a person, <i>not a relative</i> , who is acquainted with your background and abilities. The reference may be from a teacher, instructor or supervisor.			
√	<b>Check to make sure your application:</b>		
	Is postmarked or received by January 15		
	Includes a reference		

**Foundation decisions are final and not subject to appeal.**

**Agreement --** If I am awarded an Undergraduate Scholarship, I understand that funds will not be disbursed until I have actually been accepted or enrolled in the course or program described above, and I have registered for any volunteer service hours I am required to perform. I also agree to complete the covered course work, or volunteer service if required, or be subject to repayment of up to the full amount of this scholarship award. The Foundation requires a copy of your transcript (official or unofficial) or other grade report upon completion of the term, semester, or course. The copy of the transcript/grade report should be submitted within 14 calendar days following the completion date. I authorize use of my name, photo and narrative excerpts to promote the Foundation's Scholarship Program for publicity purposes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Send your application to:

**Fairfax Library Foundation**  
**12000 Government Center Parkway, Suite 329**  
**Fairfax, VA 22035**

**\* \* \* NOTICE – DO NOT SUBMIT THE FOLLOWING INFORMATION WITH YOUR APPLICATION \* \* \***

## ***Instructions***

Please *type, print or write* your application clearly and attach any documentation required. If an item needs additional clarification and the space is not adequate on the application form, attach a sheet with the additional information.

When attaching your statement explaining the specific competencies or characteristics that show your potential for academic excellence, do not use general statements. Be specific. You have the option of having the statement reviewed and signed by a school counselor, your supervisor or a higher level manager, but it is not required. If you believe it will help to strengthen and support your statement, may wish to consider having the review. Again, it is not required and is solely your choice.

You should review all of the questions that follow. They will help you to complete your application and clarify such information as the application deadline, award amount, and other aspects of the Undergraduate Scholarship Program.

### **1. Am I eligible to be considered for a scholarship?**

Yes, if

- Your application is received or postmarked by January 15.
- Your application is complete. Incomplete applications may not receive full consideration.
- Your legal residence is in Fairfax County or the City of Fairfax, or you must be employed or volunteering within the Fairfax County Public Library (FCPL) System.

### **2. How much will be awarded?**

The scholarship award is for an amount up to a maximum of \$1,500. The Foundation will determine the award amount each year dependent on the availability of well-qualified candidates and funds. Awards for higher amounts (usually \$2,000) may be available dependent on funding by *sponsors* for the awards.

In the event a degree program or college-level course costs less than the maximum, the actual cost will be the award amount.

### **3. How many scholarships will be awarded?**

The Foundation will determine the number of scholarships awarded each year dependent on the availability of well-qualified candidates and funds. However, the number awarded will usually not exceed ten (10). Additional awards may be granted, dependent on funding by *sponsors* for the awards.

Scholarships will be awarded on a merit basis without regard to race, gender, religion, age, physical disability, or sexual orientation.

The Foundation is not required to select a recipient if none of the submissions merits the award in a given year. Foundation decisions are final and not subject to appeal.

### **4. What is the payment policy?**

Funds will not be disbursed until you have actually been accepted or enrolled in the course or program described in your application, and you have registered for any volunteer service hours you are required to perform.

Payment will be made directly to the school for crediting to your account. Be sure to include your student account or ID # (if it is available at the time you apply) and the name of the educational institution on your application. If you are a graduating high school senior, see item #6 below. In the event you have already paid for your course/program, you should seek a refund from the educational institution (see item # 7 below).

If the covered course work is not completed, you may be subject to repayment of the full amount of the award within 30 days after the term, semester or course completion date.

The Foundation requires a *copy of your transcript (official or unofficial)* or other grade report upon completion of the term, semester, or course. The copy of the transcript/grade report should be submitted within 14 calendar days following the completion date.

## **5. What factors will be considered in evaluating the application?**

The Foundation will consider:

- Your academic excellence in high school, college or university courses;
- The extent of your employment or volunteer service in the FCPL System, if any;
- Specific competencies or characteristics that show your potential for academic excellence;
- Potential for future work or volunteer service in a library environment, public or private;
- Intent to perform up to sixty (60) hours of volunteer service during a 12-month period in the FCPL System;
- A copy of an official or unofficial transcript of high school or college-level courses completed (an unofficial transcript is acceptable if it identifies the issuing authority and your cumulative GPA); and
- Your individual merits.

## **6. What evidence of enrollment in a 2-year or 4-year program or college-level course is required?**

Provide a **copy of a letter of acceptance or other evidence of enrollment** (payment receipt, course or semester schedule, etc.) in a university, college or community college for a degree-level program or college-level course. The evidence you submit will usually contain your student account or ID number.

If you are a graduating high school senior and do not have an educational institution or degree-level program selected yet, indicate TBD (to be determined) in the Student Account/ID # and Name of educational institution boxes on the application. You must provide the Foundation with the required proof as soon as it is available, but not later than April 15.

Applications received without the required proof will be ineligible for further consideration, with the exception of graduating high school seniors as indicated previously. Advance approval of an application in order to enroll in a college-level course or program is not available.

## **7. May I apply for a scholarship for a college-level course or degree program (2-year or 4-year) that I registered for prior to the application deadline?**

Yes. However, the beginning date of the course/program must occur after the deadline date. Only courses and programs beginning after the deadline will be considered.

If you have already paid for the course/program, you should ask the educational institution to refund your payment once they receive a payment from the Foundation.

## **8. Can internet (online) programs and courses qualify for a scholarship?**

Yes.

## **9. How do I find out about library volunteer service?**

If you are awarded a scholarship, you will be advised of the number of hours of volunteer service you are required to perform. You can find information about the Library Volunteer Program at the local library branch

or at <http://www.fairfaxcounty.gov/library/volunteer/>. Ask the library volunteer coordinator to notify the Foundation when you have registered for volunteer service and when your required hours are completed.

The number of volunteer hours that you may be required to perform is based upon the amount of your award (for example, for a \$1,500 award 60 hours is required; for an award of \$1,000-\$1,400, 45 hours; for an award of \$600-\$950, 30 hours; and for an award of \$200-\$550, 15 hours).

Current FCPL employees will not be required to complete volunteer hours. Current FCPL volunteers may receive credit for hours already completed.

**10. What kind of work will I be assigned during my volunteer service?**

Work assignments will depend on the particular needs of the library branch where your volunteer service is performed. The library will assign tasks to be performed.

While libraries are urged to provide meaningful opportunities to acquaint volunteers to the library environment, there are no task restrictions.

**11. Does membership in a Friends group qualify as volunteer service?**

Yes, volunteer work in a leadership capacity (officer, board member or committee member) is qualifying. Membership without actual volunteer service is not qualifying.

**12. If I receive a scholarship and complete any required volunteer requirement, will I be guaranteed future employment in FCPL?**

While these scholarships seek persons with potential for future work or volunteer service in a library environment, FCPL cannot guarantee a future opportunity for paid employment or volunteer service.

**13. What will happen if I cannot complete the required volunteer service?**

The Volunteer Coordinator for the location(s) you choose for completing your hours will notify the Foundation when you start your volunteer hours and when they are completed.

If you are unable to complete your volunteer hours, the Foundation may require the scholarship to be returned, bar you from receiving consideration of future scholarship applications for a specified period, or excuse the repayment for reasons acceptable to the Foundation.

**14. If I receive a scholarship, may I apply for another?**

Yes, you may apply for a scholarship each year you meet the eligibility criteria.