**Guidelines**

* To be eligible for the First Baptist Church of Madison Scholarship, applicants must meet all of the requirements.
* Incomplete applications will not be considered for evaluation.
* Applications must have authentic original signatures. Faxes will not be considered for evaluation.

**Requirements**

* Must be actively involved in your church, participating in Sunday School or Bible Study for the past year
* Must be a prospective or high school graduate in the year of application.
* Must use funds for undergraduate studies or school.
* Must have a cumulative overall grade point average (G.P.A.) of 2.5 or above.
* Submit ALL documentation and copies of registration as a student.
* Completed application and supporting materials are due in to FBC office by If you prefer to submit your completed application and supporting materials via mail, the package must be **postmarked** by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Summary (all materials must be submitted at one time)**

* All applications must be **typed** or **clearly printed** in blue or black ink.
* **Every blank** in the scholarship application **must be completed**. This includes a complete address and zip code. If a particular portion of the application does not apply to the applicant, **N/A** should be placed on the blank.
* All applications must include an **official high school transcript**.
* Applicants must submit **two** (2) **letters of recommendation** (recommenders cannot be related to applicants):
  + One letter of recommendation from the Pastor, Sunday School Superintendent, or person within the church leadership who knows the spiritual stewardship of the applicant.
  + The second letter of recommendation must be from a current/ former teacher, guidance counselor, principal who knows the academic capabilities of the applicant. **Include the two (2) letters of recommendation in sealed envelopes with your completed application.**

**Policies/Procedures**

* The committee will evaluate each applicant based on the guidelines adopted.
* Scholarships will be awarded annually provided the funds are available.
* Recipients of a scholarship must enroll and remain in a school of higher

learning for the entire quarter, semester, and/or school year. If not, funds

will be forfeited and must be returned to First Baptist Church of Madison.

If there are mitigating circumstances that a recipient has no control over,

the scholarship award will be reinstated.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| APPLICANT INFORMATION | | | | | | | | | | | | | | | | | |
| **Full Name:** | | |  | | | | |  | |  | | **Date of Birth (mm/dd/yyyy:** | | | |  | |
| **Last** | | | | | | | | **First** | | **M.I.** | | | | | | | |
| **Address:** | | |  | | | | | | | | | | |  | | | |
| **Street Address** | | | | | | | | | | | | | | **Apartment/Unit #** | | | |
|  |  | | | | | | | | | | | | |  |  | | |
| **City** | | | | | | | | | | | | | | **State** | **ZIP Code** | | |
| **Phone:** | | ( ) | | | | | **Email Address:** | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| EDUCATION | | | | | | | | | | | | | | | | | |
| **High School:** | | | |  | | | | | | | | | | | | | |
| **Name of High School** | | | | | | | | | | | | | | | | | |
| **Address of High School:** | | | | |  | | | | | | | | | | | | |
| **Street Address or P.O. Box** | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | |  | | | |  | | |
| **City** | | | | | | | | | | | **State** | | | | **ZIP Code** | | |
| **Phone:** | | ( ) | | | | **Expected Date of Graduation (mm/dd/yyyy):** | | | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | |
| CHURCH INVOLVEMENT | | | | | | | | | | | | | | | | | |
| List church related activities involved | | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| APPLICANT’S CERTIFICATION AND PERMISSION TO RELEASE INFORMATION | | | | | | | | | | | | | | | | | |
| * **I hereby certify that all information submitted on this application is true and accurate to the best of my knowledge.** * **I understand that submitting nonfactual information will automatically disqualify me from consideration for all scholarships.** * **By submitting this application, I authorize my high school to make information concerning my academic records available to the First Baptist Church of Madison, Madison, NJ 07940**   **Applicant's Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Parent’s/Guardian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | |
| OPTIONAL COUNSELOR’S OR PRINCIPAL’S | | | | | | | | | | | | | | | | | |
| PLEASE NOTE: This section is optional and to be completed by your high school. | | | | | | | | | | | | | | | | | |
| **Cumulative High School**  Grade Point Average: \_\_\_\_\_\_\_\_\_\_\_\_ Rank in Class: \_\_\_\_\_\_\_\_\_\_\_ Class Size: \_\_\_\_\_\_\_\_\_\_\_\_    *I hereby certify that the academic information provided in this section is correct to the best of my knowledge.*  *Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | | | | | | | | | | | | | | |

Please attach:

(1) Letter from Pastor (4) Proof of College Enrollment

(2) Official High School Transcript (5) Two (2) Letters of Recommendation

(3) Acceptance Letter from Institution of Higher Learning of your choice

Dear Member,

The Scholarship Committee of First Baptist Church of Madison invites you to apply for one of the \_\_\_\_\_\_\_\_\_\_\_\_\_ scholarships that will be awarded in June of this year. The scholarships are awarded based uponchurch participation, school participation and financial need. We assure you that each applicant will be given equal consideration.

Please mail or bring your application (enclosed in envelope) to First Baptist Church of Madison, 34 Cook Avenue, Madison, NJ 07940 before the deadline. Please write on the envelope, **Attention: Scholarship Committee, Deaconess Allie Brewster, Chairperson.**

Thank you kindly for applying for one of First Baptist Church of Madison scholarships. **Remember** the deadline for returning the application is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_\_.** If you have any questions, please contact one of the persons listed below.

Deaconess Allie Brewster, Chairperson

Deaconess Maxine Olidge, Church Secretary

**How to Apply for Grants and Scholarships**

Scholarships and grants come from a variety of sources. A few sources of grants and scholarships are:

* Federal and state governments
* Individual colleges and universities
* Community organizations
* Parents' and students' employers

**Scholarships typically do not have to be repaid**. Many scholarships are extremely competitive, so start researching early. To find grants and scholarships:

* Complete the [Free Application for Federal Student Aid (FAFSA)](http://www.actstudent.org/finaid/fafsa.html) to give you an idea whether you are eligible for [need-based financial aid](http://www.actstudent.org/finaid/need.html).
* Ask employers, clubs, associations, or other local groups if they offer scholarships.
* Talk to the financial aid office at the college you plan to attend.
* Talk to your high school counselor and find out if they know of any grants or scholarships.
* Use the Internet to do a scholarship search. Review our list of [financial aid resources](http://www.actstudent.org/finaid/resources.html) for ideas about where to begin.
* Beware of [scholarship scams](http://www.actstudent.org/finaid/scholarshipscams.html).

# Writing a Cover Letter/Personal Essay for a Scholarship\* \*\*

1. *Use your resume as the database for the cover letter or essay.* If you cannot include your resume with the cover letter or essay, as in most scholarship applications, you will need to include all information from your resume in the letter.
2. *Divide the material into specific areas, just as you would in a resume.* These almost always include education, scholarships and awards, work experience and goals. Other categories you may or may not qualify for such as volunteer work, research projects, conference papers or presentations, independent study projects, affiliations, language and skills.
3. *You will need a strong organizing thesis statement or umbrella statement at the beginning in order to indicate the key categories that make you a good candidate.*
4. *Introduce each section with a clear topic sentence, indicating which area you plan to discuss.* They should contain key words to help direct the reader.

* I have always chosen challenging courses, and have an excellent/ very good/ good *academic record*.
* My academic achievement is demonstrated by the *numerous scholarships* I have received both at the high school and university level.
* I have developed strong leadership skills, and know how to interact with a wide variety of other people while *working* several different jobs…
* I have done a fair amount of *community service* including…
* My *independent research projects* have strengthened my skills in laboratory work and developed in me an eye for details.
* *Tutoring* has taught me to work diplomatically and successfully with a wide variety of students.
* *Travel* has played a large role in shaping my view of others and of cultural differences.

1. *Your discussions should be result oriented.* As a result of working at a bank, you value accuracy, efficiency and understand job responsibility.
2. *You should stress the qualities and areas of expertise that make you good candidate for the scholarship.* To do this, refer to the qualifications listed with the scholarship. So, for example, if the committee considers financial need when deciding upon the candidates, make a point of your financial need but not in a tacky way. Committees often look for such things in a candidate as well:
   * Knowledge of chosen field, carefulness of work
   * Motivation, enthusiasm, seriousness of purpose
   * Creativity, originality, ingenuity of problem solving
   * Ability to plan and carry out research, organization
   * Ability to express thought in speech and writing
   * Maturity, emotional stability, ability to withstand stress and face challenges
   * Leadership skills
   * Self-reliance, initiative, independence, adaptability
   * Responsibility
   * Ability to work well with others
   * Growth potential, desire to achieve, dedication to goals
3. You will need a concluding sentence that wraps the letter up and summarizes key strengths.
4. Choice of words is important. *Achieve a balance between bragging and modesty. Avoid exaggerations and clichés but do not down play your worth. A list of active word is included, as well.*
5. Proofread your letter/essay. *Consider grammar, punctuation, and spelling. Avoid wordiness. Be clear and concise.*
6. Format the letter as a letter. *That means addresses and the date at the top, a greeting (Dear Mrs. Wolf,) a closer (Sincerely,) and a signature above your name in print.*
7. Format the essay as an essay. *If they’ve asked for an essay, do not submit a letter.*

*\* More often than not, scholarships only require either a cover letter or personal essay. If only one is required, the body of text and guidelines remain the same but the format is done accordingly. If both are required, think of the cover letter as a small, tight introduction to the personal essay. If a cover letter, personal essay, and resume are required then the cover letter introduces you, the purpose for sending the packet of stuff you’re sending, and gives a brief overview of what to expect in the resume. The personal essay becomes an expansion of the resume as well as a source of information on those things we can’t glean from the resume or cover letter.*

*\*\* Adapted from “Writing a Cover Letter for a Scholarship.” Maureen Thum, English Department Lecturer, U of M – Flint.*

# Tips: What to Do with a Scholarship Application Essay\*

1. *Answer the Question.* Review the question asked by the application. Has the student completely answered it? If not, what additional info needs to be included? How can it be effectively inserted into the text?
2. *Be Original.* Is the essay individual and creative or does it give an unexciting narrative?
3. *Be Individual.* Scholarship officers want to learn about the student and his or her writing ability. Is the essay meaningful and descriptive, about the student’s feelings and not entirely about actions?
4. *Don’t “Thesaurize” the Composition.* Big words used inappropriately make for clunky, unconvincing essays.
5. *Use Imagery and Clear, Vivid Prose.* A lot of students who come to us are not ease with using imagery so it’s up to us to see that all of the reader’s senses are engaged*.*
6. *Spend Most of Your Time on the Introduction.* Expect scholarship officers to spend 1-2 minutes reading the essay. The introduction should grab the reader’s interest from the beginning. Some things to keep in mind:
   * Don’t summarize in the introduction. If you summarize, the scholarship officer need not read the rest of your essay.
   * Create mystery or intrigue in your introduction. It is not necessary or recommended that your first sentence give away the subject matter. Raise questions in the minds of the scholarship officers to force them to read on. Appeal to their emotions to make them relate to your subject matter.
7. *Relate Body Paragraphs to the Introduction.* The introduction can be original but cannot be silly. The paragraphs that follow must relate to the introduction.
8. *Use Transitions.* Applicants continue to ignore transitioning to their own detriment. Use transitions within paragraphs and especially between paragraphs to preserve the logical flow of the essay. Transitions are not limited to phrases like “as a result, in addition, while, since, etc.” but includes repeating key words and progressing the idea. Transitions provide the intellectual architecture to argument building.
9. *Conclude with a bang.* The conclusion is the last chance to persuade or impress the reader. In the conclusion, avoid summary since the essay is usually short to begin with; the reader should not need to be reminded of what was written 300 words before. Also, do not use stock phrases like “in conclusion, in summary, to conclude, etc.”

# [High School Student Resume: Building a winning resume for your college applications](http://www.studypoint.com/ed/high-school-student-resume/)

College admissions time is hectic for both students and parents. There are forms to fill out, essays to write, records to request, financial aid to consider, and schools to visit. To get a head start on the process, sophomore or junior year  is the time to begin gathering information for your child’s application. College may seem far away to a sophomore, but application deadlines will be here before you know it.

**Why have a resume at all?**

* It’s the quickest way to tell college admissions officers all they need to know about a person, according to [Acceptedtocollege.com](http://acceptedtocollege.com/blog/application/20-tips-perfect-application-resume-1/). A standard college application doesn’t always give a student room to highlight all of his or her accomplishments and experience. A resume will help bridge that gap.
* It will help your child keep track of his or her accomplishments, says [The College Board](http://www.collegeboard.com/student/plan/high-school/36957.html). When the time comes to fill out college forms, it’s easy to forget one or two things from the list. A written resume will help remind the student of every pertinent detail.
* It can spark a college admission essay topic. Schools want to learn about an applicant through his or her essay. Reflecting on experiences from summer jobs, volunteer work, or school activities may lead to a unique essay topic that will make your child stand out.
* Activities and achievements can lead to scholarships. Scholarship committees look for participation in extracurriculars, and some require that recipients must be involved in a particular activity. Identifying areas of interest will help your student find the best scholarship opportunities.
* An impressive resume can lead to summer internships, jobs, or study-abroad opportunities that will strengthen your child’s college applications.
* With a comprehensive resume, your child can organize his or her priorities when deciding where to apply. University life is full of opportunities, in and out of the classroom, and the choices can be overwhelming. If your child participates in something like competitive rowing, which many universities don’t offer, he or she may want to seek out the schools that do, says [collegeapps.about.com](http://collegeapps.about.com/od/choosingacollege/ss/Choosing-The-Perfect-College_8.htm). Listing activities and accomplishments can help a student figure out what he or she wants to continue doing after high school, and which colleges will offer the greatest opportunities.

**Why start during sophomore year?**

* It can help your child target non-academic areas that need improvement long before sending out college applications. Although genuine interest in an activity should always be what ultimately inspires participation, according to [collageapps.about.com](http://collegeapps.about.com/od/theartofgettingaccepted/a/app_overview.htm), it’s a fact that colleges look for students who are well rounded and have good time-management skills. If your child hasn’t participated in many extracurriculars, for instance, there is plenty of time to get involved in something new before application time.
* It can help your child identify academic areas to boost. [Ecampustours.com](http://www.ecampustours.com/collegeplanning/applyingforcollege/highschoolresume) recommends that students list their GPA, but only if it’s above 3.0. If it’s lower than that, an early resume will give your student an idea of what needs attention before it’s too late to bring those numbers up. It will also get your child thinking about the importance of high SAT and ACT scores.
* A resume is a great introduction to a college recruiter. College fairs don’t always allow for long talks between recruiters and students. A quick introduction and resume hand-off will give your child the chance to connect with as many recruiters as possible.
* It will get a student thinking about potential references. College applications ask for recommendation letters from teachers, coaches, mentors, and employers, and it’s never too early for your child to line these up.

**What should be included on the resume?**

Resumes are as unique as the people who write them, but certain conventions should be followed. Here is a checklist of what to include, from [acceptedtocollege.com](http://acceptedtocollege.com/blog/application/20-tips-perfect-application-resume-1/):

* Name, address, email, phone number. (Some schools may also want to see a Social Security number, but if you are concerned about identity theft, it shouldn’t be a problem to leave it off.)
* Education information. This includes the name and address of the student’s high school, GPA (if it’s brag-worthy), and class rank (if the student knows it). College courses can also go in this section, if the student has taken any.
* Activities. These can be in or out of school—for example, marching band, intramural basketball, or youth group at the student’s church or temple. Especially important are any leadership roles the student has taken in these groups.
* Other experience. A part-time job, participation in a walk for cancer awareness, or contribution to a science fair are all pertinent details.
* Accolades. Academic awards or awards in extracurricular competition—state wrestling champion or member of the top-ranking marching band in the region, for example.
* References. Names and phone numbers of teachers, coaches, employers, or internship directors don’t necessarily have to go on the resume, but it’s good to have these people lined up in advance.
* Anything else that makes your child shine. A resume is the one chance a student will have to tell college recruiters everything they need to know. If something makes the student unique and interesting, by all means include it. Fluency in a foreign language or proficiency in advanced computer programs may qualify here. A word of caution, however: Don’t go overboard. The resume should contain only what a specific school will want to know, according to [The College Board](http://www.collegeboard.com/student/plan/high-school/36957.html).

**Other tips**

* A poorly written resume can be worse than no resume at all. It should be proofread (more than once) to ensure correct spelling, grammar, and punctuation.
* The resume should be in a professional-looking and easy-to-read font, such as Times New Roman or Arial. The formatting should catch the eye of the recipient and bring attention to key items.
* Be honest. When students lie—or even stretch the truth—on their resumes, it can come back to haunt them later, particularly when it comes to things like GPA and test scores. Read your child’s resume carefully to ensure all of the information is accurate.

Read more : <http://www.ehow.com/how_5329262_write-high-school-scholarship-resume.html>

**Action Words\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accelerated  Accomplished  Achieved  Acquired  Activated  Adapted  Addressed  Administrated  Advised  Allocated  Analyzed  Anticipated  Applied  Appointed  Appraised  Approved  Arranged  Assessed  Assisted  Assigned  Attained  Audited  Augmented  Averted  Avoided  Broadened  Built  Calculated  Centralized  Clarified  Collaborated  Combined  Completed  Composed  Conceived  Concluded  Condensed  Conducted  Consolidated  Constructed  Contributed  Controlled  Converted  Corrected  Created  Cultivated | Decentralized  Decreased  Defined  Delegated  Delivered  Demonstrated  Designed  Determined  Developed  Devised  Directed  Discharged  Discovered  Documented  Distributed  Doubled  Earned  Edited  Effected  Eliminated  Employed  Enforced  Engineered  Established  Estimated  Evaluated  Examined  Exceeded  Executed  Exercised  Expanded  Expedited  Extended  Extracted  Facilitated  Financed  Forecast  Formed  Formulated  Found  Founded  Framed  Fulfilled  Generated  Guided  Handled | Headed  Helped  Hired  Identified  Implemented  Improved  Improvised  Influenced  Initiated  Inspected  Installed  Inspired  Instigated  Instituted  Integrated  Instructed  Interpreted  Interviewed  Introduced  Invented  Invested  Investigated  Launched  Lectured  Led  Lightened  Liquidated  Located  Made  Maintained  Managed  Marketed  Mediated  Minimized  Mobilized  Modernized  Modified  Monitored  Motivated  Negotiated  Obtained  Operated  Ordered  Organized  Originated  Overcame  Oversaw | Participated  Performed  Pinpointed  Pioneered  Planned  Prepared  Presented  Processed  Procured  Produced  Projected  Programmed  Promoted  Proposed  Provided  Proved  Published  Purchased  Realized  Recommended  Reconciled  Recruited  Redesigned  Reduced  Re established  Regulated  Reinforced  Rejected  Relate  Re negotiated  Reorganized  Reported  Represented  Researched  Reshaped  Resolved  Restored  Revamped  Reviewed  Revised  Revitalized  Revived  Saved  Scheduled  Secured  Selected  Set up | Settled  Shaped  Showed  Simplified  Sold  Solved  Sorted  Sponsored  Staffed  Standardized  Stimulated  Started  Streamlined  Strengthened  Stretched  Structured  Studied  Suggested  Summarized  Supervised  Supported  Surpassed  Surveyed  Sustained  Tailored  Taught  Terminated  Tested  Tightened  Traded  Trained  Transacted  Transferred  Transformed  Translated  Trimmed  Tripled  Uncovered  Undertook  Unified  Used  Utilized  Verified  Vitalized  Widened  Won  Wrote |

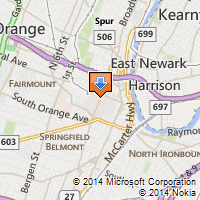
*\*Compiled by Cooperative Education and Career Center, U of M – Flint*



**When**

Saturday October 25, 2014 from 8:30 AM to 4:30 PM EDT  
[**Add to Calendar**](http://events.r20.constantcontact.com/register/addtocalendar?oeidk=a07e9tegysr82483477)

**Where**

PAUL ROBESON CAMPUS CENTER RUTGERS-NEWARK  
350 DR. MARTIN LUTHER KING JR. BLVD.  
Newark, NJ 07102  
  
   
[Driving Directions](http://maps.google.com/maps?daddr=350%20DR.%20MARTIN%20LUTHER%20KING%20JR.%20BLVD.,%20Newark,%20NJ,%2007102,%20US)

**Contact**

Dinean Robinson  
United Way of Essex and West Hudson  
973-854-2282  
drobinson@uwewh.org

**2014 Blueprint for Success Preparing for College, Work & Beyond**

For many students, navigating their way through high school is a challenging process; however, figuring out what to do AFTER graduation can be overwhelming and oftentimes scary.

Whether preparing for college, vocational training, or seeking employment opportunities, this conference will give 9th-12th grade students and their parents the **BLUEPRINT FOR SUCCESS,** by equipping them with the knowledge and resources needed to successfully transition from high school to their next key milestone.

**This conference will offer:**

● Customized workshops for parents and students

● Interactive lectures and panel discussions

●**** College & Career Resource Fair with over 15 participating schools, recruiters, and more!

**Keynote by Kevin Powell Activist, Writer, Public Speaker**

[Kevin Powell](http://www.kevinpowell.net/index.php) is one of the most acclaimed political, cultural, literary, and hip-hop voices in America today. He is the author of [11 books, including "Barack Obama, Ronald Reagan, and the Ghost of Dr. King: Blogs and Essays.”](http://www.kevinpowell.net/books.php) Among his upcoming books will be a memoir of his very difficult childhood and youth, to be released in 2015 by Simon & Schuster; and in 2016 he will publish a biography of [Tupac Shakur](http://www.kevinpowell.net/what-is-a-man.php), the late rapper and controversial American icon. Kevin's writings have also appeared in C*NN.com, Esquire, Ebony, The Huffington Post, The Washington Post, Rolling Stone*, T*he Guardian, ESPN.com*, and *Vibe Magazine*, where he worked for many years as a senior writer, interviewing public figures as different as Tupac Shakur and General Colin Powell.

[Register Now!](http://events.r20.constantcontact.com/register/eventReg?llr=yd5d9xbab&oeidk=a07e9tegysr82483477)