

**VIRGINIA/WEST VIRGINIA REGION
BACCALAUREATE COMPLETION
S C H O L A R S H I P
APPLICATION 2019**



*Supporting the continuing education
of deserving Virginia/West Virginia
Phi Theta Kappa members*

**VIRGINIA/WEST VIRGINIA REGION ALUMNI ASSOCIATION
PHI THETA KAPPA
INTERNATIONAL HONOR SOCIETY OF THE TWO-YEAR COLLEGE**



2019 BACCALAUREATE COMPLETION SCHOLARSHIP OVERVIEW

The BACCALAUREATE COMPLETION SCHOLARSHIP was established in 2014 to provide financial support to Virginia/West Virginia Region Phi Theta Kappa members and alumni (anyone who is completing or has completed an associate degree) to enable those members to continue studies at a four-year university. This program encourages scholarship by encouraging students to finish their associate degree. It also supports the development of leadership by encouraging recipients to participate in Society programs.

PURPOSE

The purpose of the BACCALAUREATE COMPLETION SCHOLARSHIP is to provide Phi Theta Kappa members with financial resources to help defray educational expenses when continuing their education after completing an associate degree and to develop leadership potential by engaging students in Society programs.

CASH AWARDS

Two scholarship recipients will each receive a \$250 cash stipend. These awards will be disbursed at the annual convention in March.

CONDITIONS OF ELIGIBILITY

- The applicant must be a Virginia/West Virginia Region Phi Theta Kappa member in good standing.
- Students must have a minimum 3.5 cumulative GPA out of a possible 4.0 *at the time of application* on all associate degree coursework.
- All part-time students, full-time students and international students are eligible to apply.
- Members who will have completed associate degree course work by the end of the academic year are eligible to apply.
- Students must enroll at a four-year university for the 2019-2020 academic year for a minimum of six semester credit hours.
- The student's record must be free from suspension, probation or any disciplinary action.
- The recipient must participate in at least four Phi Theta Kappa activities during the current academic year.

APPLICATION PROCEDURES

- Completed applications may be mailed or submitted online in one packet to be received (not postmarked) on or before February 15, 2019.
- Incomplete or late applications will be deemed ineligible.

APPLICATION MATERIALS

An application can be downloaded from the Virginia/West Virginia Region Alumni Association website, <https://vawv-region.ptk.org/Alumni/VirginiaWestVirginiaBaccalaureateCompletionScholarship.aspx>

Submit complete application and copies to be received (not postmarked) on or before February 15, 2019 to:

Via email:

vawvraaptk@gmail.com

Via mail:

Laurel Rothenberger
Advisor, VA/WV Region Alumni
Association
4501 Treely Road
Chester, VA 23831



APPLICATION INSTRUCTIONS AND WAIVER

Use additional pages to complete the essay, letter of recommendation and official transcript requirements of the application. Pay special attention to the order in which the sections are submitted in your application packet.

1. **Application Instructions and Waiver.** Must be completed and signed by the applicant.
2. **Applicant Biographical Information.** Must be completed by the applicant.
3. **Applicant Eligibility Certification.** Must be completed and signed by the student’s Phi Theta Kappa chapter advisor certifying that the student meets all requirements and is a Phi Theta Kappa member in good standing.
4. **Essay (750-1,000 words).** Must answer the following:
 - A. How has earning your associate degree and being a member of Phi Theta Kappa prepared you for continuing your education?
 - B. Describe your goals and plans for the future.

5. **Letter of Recommendation.**
 - Must accompany this application to give judges an expanded picture of the applicant’s potential.
 - Must be addressed to the BACCALAUREATE COMPLETION SCHOLARSHIP Committee.
 - The letter from a faculty member, advisor, administrator, or someone in the community shall demonstrate how the student has worked on a project and include a specific incident(s) that demonstrates the applicant’s qualities and potential.

Recommender’s Name: _____ Title: _____

Relationship to the Student: _____

Telephone Number: _____ E-mail _____

6. **Official Transcript(s).**
 - Transcript(s) must include applicant’s most recent college record. Include transcripts from all colleges attended.

WAIVER AND SIGNATURE. Must be signed by the applicant and submitted with the application.

I agree to allow my name to be placed in application for the 2019 BACCALAUREATE COMPLETION SCHOLARSHIP. I fully understand my receipt of any stipend for this scholarship is contingent upon my enrollment in a minimum of six semester credit hours at an accredited university in the fall 2019 and spring 2020 semesters, fulfillment of participation requirements; and maintenance of the required grade point average. The information I have submitted is true to the best of my knowledge. I understand that the contents of this application are subject to verification and, if found untrue, will result in my disqualification. I agree that I will spend these funds at the college level for fees, tuition, and other educational needs, and that I will provide documentation of these expenditures, if requested. I also understand that if I do not fulfill the eligibility and participation requirements set forth in these guidelines, I will be required to repay any scholarship monies previously received.

Signature of Applicant _____

Date _____



APPLICANT BIOGRAPHICAL INFORMATION AND ELIGIBILITY CERTIFICATION FORM

APPLICANT BIOGRAPHICAL INFORMATION

To be completed by the applicant:

Legal Name: _____
Last Name First Name M.I.

Permanent Address: _____
Number Street Apartment Number
_____ City State Zip

Telephone: (_____) _____ E-mail Address: _____

Membership Number: _____ Phi Theta Kappa Chapter: _____

Community College where you receive(d) your associate degree: _____

College Address: _____
Number Street City State Zip

What degree did/will you receive? _____

Based on all college coursework completed, what is your cumulative GPA at the time of application?
_____ on a _____ scale.

What date did you or do you expect to receive your associate degree? _____

What college have you applied or been accepted to? _____

What baccalaureate degree you hope to obtain? _____

APPLICANT ELIGIBILITY CERTIFICATION

To be completed by the applicant's Phi Theta Kappa Chapter Advisor:

Advisor's Name _____
Last Name First Name M.I.
_____ Title Department

Community College _____

College Address _____
Number Street City State Zip

Telephone (_____) _____ E-mail _____

I verify that _____ is a Phi Theta Kappa member in good standing and meets the eligibility requirements of the BACCALAUREATE COMPLETION SCHOLARSHIP.

Chapter Advisor's Signature _____ Date _____

Phi Theta Kappa Chapter: _____



PARTICIPATION REQUIREMENT FORM

To be completed and signed by the student's Phi Theta Kappa Chapter Advisor

One purpose of the BACCALAUREATE COMPLETION SCHOLARSHIP program is to promote active participation in Phi Theta Kappa chapter activities. Recipients must have participated in *at least four (4)* of the following Phi Theta Kappa activities during the 2018-2019 academic year. Participation in *all* listed activities is *not* a requirement. Activities **must be completed during or prior to the 2019 Virginia/West Virginia Regional Convention.**

A recipient assuming a larger leadership role in a chapter activity may fulfill more than one of the activity requirements listed below. Final interpretation of the student's fulfillment of required activities is the responsibility of the chapter advisor.

Student's Name _____

Activity	Date	Advisor's Initials
Attend chapter meeting	_____	_____
Participate in a Phi Theta Kappa fundraising activity	_____	_____
Participate in an Honors Study Topic activity	_____	_____
Participate in a Phi Theta Kappa service activity	_____	_____
Chair or co-chair a Phi Theta Kappa committee	_____	_____
Represent your chapter by volunteering at a college-sponsored function	_____	_____
Attend an official Phi Theta Kappa regional meeting	_____	_____
Participate in one Phi Theta Kappa fellowship activity	_____	_____
Participate in an induction ceremony	_____	_____
Participate in a new member orientation	_____	_____
Assist with an international or regional Hallmark Awards entry	_____	_____
Submit an article or assist with your chapter or regional newsletter or Phi Theta Kappa chapter or regional website	_____	_____
Complete the Leadership Development Course (if offered at your school)	_____	_____
Hold a leadership position in another college or community organization	_____	_____

I hereby verify that _____ will have completed the above activities as indicated. I also certify that the student's cumulative GPA is _____ on a _____ scale.

Chapter Advisor's Signature _____ **Date** _____



APPLICATION SUBMISSION REQUIREMENTS

It is the responsibility of the student to make sure that all application requirements are complete and included, in the order listed below, before submission. Applications that are incomplete, contain incorrect information, or received late will be disqualified.

Application packet must be submitted with all required documents in the order listed:

- Application Instructions with signed Waiver
 - Applicant Biographical Information / Eligibility Certification Form
 - Essay
 - Letter of Recommendation
 - Official Transcript(s) of student's complete college record
1. In the order listed above, submit the original and two copies of the application documents.
 2. Application must be **completed in MLA format**.
 3. The Essay must: answer all of the questions, be between 750-1000 words, be neatly typed and double-spaced using a 12-point type.
 4. Essay should be free from grammar and spelling errors. Ask someone to proofread it for you.
 5. Recommendation letter should be addressed to the "VA/WV Region Baccalaureate Completion Scholarship Committee" and address the student's qualifications.
 6. Applicant Eligibility Certification, confirming student's eligibility, must be completed and signed by student's chapter advisor.
 7. Participation Requirement Form confirming student's participation is required in order to receive the stipend. It must be completed and signed by the chapter advisor and submitted by the scholarship recipient. All forms must be signed where required.
 8. Application may be photocopied but may not in any way be expanded or altered from its original form.

TIPS FOR SUBMITTING A QUALITY APPLICATION

Before you submit your application, please read the following helpful tips to ensure that your application meets all requirements and receives the maximum points possible.

1. Please read and follow the application instructions and requirements **EXACTLY**. Attention to detail is vitally important to the overall success of your application. Make sure you understand all the requirements. Do not be afraid to ask questions if you are unsure.
2. Make sure your letter of recommendation addresses the appropriate scholarship committee and the required topic. Letters of recommendation that do not address the appropriate scholarship committee and/or required topic will result in a deduction of points from your score.
3. Be sure to include the original plus all required copies of the application materials. For this scholarship, it is permissible to make photocopies of all forms and official transcripts before submitting your application packet. If you receive an official transcript in a sealed envelope from your college, you may open the sealed envelope and photocopy the original for submission. Failure to provide the original and all required copies will result in a deduction of one (1) point for each missing copy.
4. Make sure all the information provided in your application is accurate. The contents of your application are subject to verification and, if found untrue, will result in disqualification.