

Student Name \_\_\_\_\_



## Hickman Mills C-1 School District Educational Foundation

### Scholarship Application

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Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Name of Parent(s) or Guardian(s): \_\_\_\_\_

Household Income: \$ \_\_\_\_\_

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Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Special requirements and guidelines apply to each of the above scholarships. Please see the attachment for each.

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Signature of Applicant

Date

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**Foundation Official Use Only**  
To be completed by a Foundation official before final determination.

Scholarship Application:       Essay:

Resume:       Letters of Recommendation:

Transcript:       Interview Process Completed:

Final Rating: \_\_\_\_\_

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Signature of Foundation Executive Director/President

Date

Student Name \_\_\_\_\_

## **HMEF SCHOLARSHIP GUIDELINES**

### **Applicants:**

Hickman Mills C-1 School District seniors who plan to attend a college/university or trade/vocational school as a full-time student beginning in either the fall or spring semester of the subsequent year may apply for this scholarship.

### **Award:**

The amount of the scholarship will be determined by the Hickman Mills Educational Foundation and announced at the annual awards ceremony. **Checks will be made payable to the institution of higher learning and the student. Hickman Mills Educational Foundation Scholarships are secondary to A+ scholarships and will supplement A+ for books and fees only.**

### **Deadline:**

Applications must be received in the Foundation office or postmarked by **the first Friday of March**, annually. **No applications will be accepted after the deadline.**

## **COMPLETE THE APPLICATION IN THE FOLLOWING ORDER:**

1. HMEF Scholarship Application
2. Resume (student leadership roles, community service involvement, awards, etc.)
3. Essay of approximately 500 words describing (1) your leadership roles, (2) any community service involvement, (3) your career goal aspirations, and (4) any extenuating financial circumstances or family responsibilities that you believe the Foundation should take into consideration (please describe them in detail.)
4. Two letters of recommendation (one from a teacher, counselor, club advisor, or coach and one from an employer, a member of a community organization, etc.)
5. Transcript (obtain copy from counseling department)
6. Participate in an interview process.

**Submit completed application to:** Hickman Mills Educational Foundation, Inc.

Attn: Director  
Administration Center  
5401 E. 103rd St.  
Kansas City, MO 64137

**The applicant will:**

1. **Submit Scholarship applications to the Hickman Mills Educational Foundation.**
2. **Participate in an interview process.**

Student Name \_\_\_\_\_

## **POLICIES AND PROCEDURES CONCERNING SCHOLARSHIPS**

1. The Executive Director of the Foundation will distribute scholarship applications to the counselor offices of Ruskin High School by the **first week of February** each year.
2. The Foundation Board of Directors will require scholarship applications be submitted to the Foundation Office or be postmarked by the **first Friday of March** each year.
3. The Foundation Board of Directors will establish a team of at least three Board members to read and review scholarships and distribute an already determined amount of funds to the successful applicants.
4. The Foundation Board of Directors will determine each year the amount to be awarded in scholarships, dependent upon revenue and IRS regulations.
5. The Foundation Board of Directors will award scholarships and contact recipients by letter.
6. The scholarship recipients will be asked in the notification letter to inform the Foundation Executive Director by email [pastmaster.617@gmail.com](mailto:pastmaster.617@gmail.com) with the name and address of the post high school institution of higher learning that the recipient will be attending and their student ID number. **Failure by the recipient to request scholarship funds by January 15 of the following year will result in the loss of their scholarship.**
7. A+ Scholarships will be primary and Foundation Scholarships will be secondary in fulfilling the student's financial needs at the post high school institution of higher learning and will be retained by the Foundation until needed for future educational expenses.
8. The Executive Director of the Foundation will write the scholarship checks to be made payable to the institution and to the scholarship recipient. The student or scholarship recipient must go to the college/university admission's office to endorse the check so that the check can be properly processed.
9. The Scholarship recipients will be acknowledged by the Board of Directors of the Hickman Mills C-1 School District

### **Confidential Information:**

The information given in this application will be kept confidential and will only be used to select a recipient for this scholarship. Application forms become the property of the Hickman Mills Educational Foundation, Inc. Scholarship recipients will be announced in April/May of each year.