

# The Gaines-Jones Education Foundation

## 2017 Scholarship Application Checklist *(for high school seniors)* Page 1 of 4

- Be sure to answer all questions on the application.
- Incomplete and/or late applications will be disqualified upon receipt.
- Collate & staple your application, reference letters, transcript, & essay.
- GJEF will not contact you for information you failed to provide.

### Eligibility Requirements

*GJEF scholarship applicants must meet the following requirements:*

- **African-American high school seniors from Southwest Georgia** (the counties of: Baker, Calhoun, Colquitt, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, or Worth) **or the San Francisco Bay Area** (only the counties of: Marin, Sonoma, Contra Costa, Alameda, or San Francisco);
- **and** college-bound, graduating Class of 2017.

### Selection Criteria

*Applications will be evaluated by the GJEF Board of Directors based on the following:*

- Does the application **clearly demonstrate a need for financial aid?**
- Does the high school transcript **show an upward trend** both in grades and course load?
- Does the **essay provide a good picture** of the student's personality and life experience?
- Is the **application complete** and submitted **on time?** Legible & free of grammatical errors?
- Do the reference letters **speak about specifics** unique to this student?

### Annual Scholarships Awarded

- Scholarship amount is typically **\$1,000–\$2,000** per academic school year, but varies based on available funds, size of applicant pool, student's financial need and academic aptitude.
- Funds are **sent directly to the financial aid office** of your college or university.

### Application Requirements

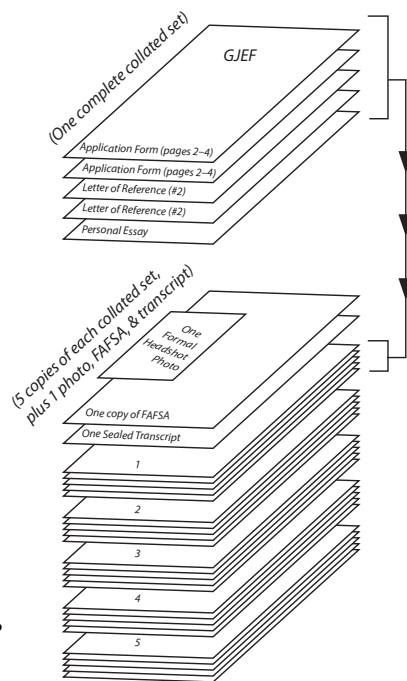
*Check-off and enclose all of the following items: (please refer to the diagram above ^^ ^)*

- One** copy of this **Checklist** (page 1);
- One** current, **Formal Headshot Photograph**—no selfies—enclose either a high-quality color print, or email a high-rez (minimum 300dpi) JPG file to: **info@gaines-jones.org**
- One** Official High School **Transcript** (sealed original), and one copy of 2017 **FAFSA**;
- Five collated & stapled copies** of the fully-completed **Application Form** (pages 2–4), **Reference Letters**, and **Personal Essay**;
- and be sure to **Sign and Date** the bottom of page 4.

**Mail Application to:** Gaines-Jones Education Foundation  
P.O. Box 3016  
Novato, CA 94948

### Deadline

*Your completed application must be **postmarked** no later than **April 20, 2017**.*



*(Keep a copy for your records. Allow 8 to 10 weeks for the results.)*

## Scholarship Application Form – For 2017–2018 Academic School Year

(For eligible graduating Class of 2017 African-American high school seniors – **deadline: postmarked by April 20, 2017**)

To apply for a scholarship, complete the entire application form and enclose the required **Personal Essay, two Letters of Reference, and High School Transcript**. Incomplete applications will not be considered. Be sure to answer all items. If you don't have the information, provide an explanation or estimate. The info provided will be viewed only by the GJEF board of directors and treated in a strictly confidential manner.

### 1. Applicant Information

(**All** info required – incomplete or illegible applications will **not** be considered)

<b>Last name of applicant</b>		<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>First name</b>		Middle initial
Date of birth	Place of birth		<b>Social Security Number*</b>		
Home street address	City	State	Zip	County	
Home telephone number	Cell phone number		*or College Student ID Number (if you have it)		
E-mail address	Alternate e-mail address		<b>\$ Applicant's Total 2016 Income</b>		
How did you find out about The Gaines-Jones Education Foundation?					

### 2. Family Information

(**All** info required – incomplete or illegible applications will **not** be considered)

<b>Last name of Parent 1 or Guardian</b>		<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<b>First name</b>		<input type="checkbox"/> Living <input type="checkbox"/> Deceased
Occupation of Parent 1 or Guardian		<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired <input type="checkbox"/> Disabled		
College (if any)		Degree(s)	Year		
Graduate School (if any)		Degree(s)	Year		
<b>Last name of Parent 2 or Guardian</b>		<input type="checkbox"/> Married <input type="checkbox"/> Divorced	<b>First name</b>		<input type="checkbox"/> Living <input type="checkbox"/> Deceased
Occupation of Parent 2 or Guardian		<input type="checkbox"/> Employed <input type="checkbox"/> Unemployed	<input type="checkbox"/> Retired <input type="checkbox"/> Disabled		
College (if any)		Degree(s)	Year		
Graduate School (if any)		Degree(s)	Year		

**\$ Total 2016 Family Income\*** (including: wages & salary, business income, self-employed income, pension, disability, child support, government assistance, social security)

# of dependent children (including you)    # of siblings currently in college (not including you)     Own Home  Rent

\* Refer to Parents' 2016 Federal Income Tax Return(s) or the 2017 FAFSA for income information.

(continued on next page)

**Scholarship Application Form** – For 2017–2018 Academic School Year HS Seniors Page 3 of 4

**3. High School Academics** (All info required – incomplete or illegible applications will **not** be considered)

Name of high school		City				
Class Rank	Class Size	GPA (weighted? <input type="checkbox"/> Yes <input type="checkbox"/> No)				
SAT – Exam Date	Critical Reading	Math	Writing	Total Score		
SAT Subject Test (if any)	Score	SAT Subject Test (if any)		Score		
ACT – Exam Date	Comp Score	English	Math	Reading	Science	Writing (optional)
Extracurricular activities and interests		(indicate HS Year of participation & number of hours for each category)				
Honors and awards received						
Clubs and associations						
Volunteer work or community service						
Part-time or full-time jobs held						
(attach a separate sheet if need more space for any category)						

**4. College/University Info** (All info required – incomplete or illegible applications will **not** be considered)

<b>College or University you plan to attend</b>	Major/career goal	<b>\$ Total Cost of Attendance*</b>	
Street address	City	State	Zip
Name of financial aid officer or counselor	Telephone number	E-mail address	
<b>College/University Scholarships</b> (need-based and/or merit)	<input type="checkbox"/> Accepted	<input type="checkbox"/> Pending	\$ amount
<b>Federal Scholarships/Grants</b> (for example: Pell, Hope, Merit, SEOG)	<input type="checkbox"/> Accepted	<input type="checkbox"/> Pending	\$ amount
<b>Work Study &amp; Student Loans</b> (Federal and/or State)	<input type="checkbox"/> Accepted	<input type="checkbox"/> Pending	\$ amount
<b>Outside Scholarships/Financial Aid</b> (add separate sheet if needed)	<input type="checkbox"/> Accepted	<input type="checkbox"/> Pending	\$ amount

**\$ Total Estimated Financial Aid Package\***

\* Refer to your school's acceptance letter and/or preliminary financial aid award letter for this information.

**5. Short Answer – 80 to 100 words**

In the space below or on a separate sheet — *Briefly talk about an activity, talent, or subject you are passionate about. How might this personal attribute benefit others?*

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**6. Personal Essay – 400 to 600 words**

Enclose an original essay on the topic below. This personal essay helps us become acquainted with you, in addition to course work, grades, test scores, and other objective data. It will demonstrate your writing skills and ability to express yourself in a concise manner. Structure, grammar, and punctuation will be considered.

*Topic: Tell us about a significant personal achievement/experience, risk you have taken, or ethical/social dilemma you have faced. How has this influenced your life and career goals?*

**7. Letters of Reference**

Enclose two letters of reference from non-family members (one must be from a teacher), for example: a teacher, advisor, employer, minister, mentor, or community leader who has been influential in your high school experience. List their names and info below:

Last Name	First Name	Relationship to you	Telephone Number

**8. Submit Application**

**Mail the five collated & stapled sets of the entire completed application** (the GJEF application form pages, personal essay, and reference letters, plus one sealed high school transcript, copy of the FAFSA, and high-resolution photo). **Postmarked by April 20, 2017** — to the Gaines-Jones Education Foundation, P.O. Box 3016, Novato, CA 94948. **Materials submitted will not be returned**, so be sure to keep a copy for your records. Incomplete applications will not be considered. Allow 8 to 10 weeks for the Board’s selection of scholarship recipients.

Certification: I hereby certify that this application, including all accompanying papers and documents, has been examined by me and to the best of my knowledge and belief is a true, correct, and complete application. And I agree, if awarded a scholarship, that my photo may be used on the GJEF website: [www.gaines-jones.org](http://www.gaines-jones.org).

Signature of applicant	Date	Signature of parent or guardian	Date