

**Scholarship Application Packet**

**Dorothy E. “Dot” McCalpin Memorial Scholarship  
for 2019**

**Sponsored by the Friends of the Richardson Public  
Library**

**Application Deadline: Friday, April 12, 2019**

## **Dorothy E. ‘Dot’ McCalpin Memorial Scholarship**

In gratitude for her service to The Friends of the Richardson Public Library and to the City, the Friends of the Richardson Public Library are delighted to sponsor this scholarship to college-bound students who exemplify a love of learning and dedication to the service of the City and the community.

### **The Friends of the Richardson Public Library**

Mission:

The purpose of The Friends of the Richardson Public Library is to support the Richardson public library resources and services for all patrons, and to enrich the cultural opportunities available to library users.

### **Summary:**

The Friends of the Richardson Public Library is a 501©(3) non-profit entity and a proud member of ALA/ALTAFF (American Library Association / Association of Library Trustees, Advocates, Friends and Foundation).

*Friends of the Richardson Public Library Board*

## **Scholarship Information**

### **Eligibility**

To be eligible for the 2019 Friends of the Richardson Public Library scholarship, the student must meet the following requirements:

- Active participation in a volunteer program at the Richardson Public Library since January 1, 2018
- Minimum 3.0 cumulative GPA on a 4.0 scale
- Full-time student attending an accredited college or university as of the Fall of 2019 semester

### **Criteria**

Scholarships are based on a combination of the following: Scholastic achievement, application essay, participation in school activities, community service, honors and organization affiliations, education objectives and academic and professional recommendations.

### **Scholarship Selection**

The Scholarship Selection Committee is made up of individuals named by the Board of Directors of the Friends of the Richardson Public Library. This committee will review the applications and select the award recipient on an impartial basis.

### **Scholarship Notification**

The award will be announced no later than May 15, 2019. The scholarship recipient will be notified by email and/or phone within 24 hours of the selection committee's decision. In addition, the scholarship winner will be posted on the Friends of the Library website.

### **Scholarship Amount and Payment**

The amount of the scholarship(s) will be a minimum of \$1000 and will set by the Board of Directors of the Friends of the Richardson Library each year. The scholarship award will be credited to the recipient's college account in one installment prior to the start of the Fall, 2019 semester. The scholarship payment will be made to the University no later than August 15, 2019.

## Applying for the Scholarship

### Instructions and Delivery

Scholarship applications are accepted from February 15 – April 12, 2019. The scholarship is awarded for the Fall, 2019 semester.

The Scholarship Application has six sections. Once you have completed all sections of the application, staple your application together and follow the delivery instructions below. To be considered for the scholarship, you must either:

- Drop off your completed application at the Administration Offices at the Library (located on the 2<sup>nd</sup> floor) before the Library's close of business on Friday, April 12, 2019.
  - Give it to the employee at the desk and **MAKE SURE** this person logs in your application
- OR
- Mail your application to  
Friends of the Richardson Public Library  
900 Civic Center Drive  
Richardson, Texas 75083
  - Your application must be received by Friday, April 12, 2019 to be considered for a scholarship.

**We recommend that you deliver all sections of your application together. If your recommendation letters and official transcript will be delivered separately, please note that these items must also be received by Friday, April 12, 2019 or dropped off at the Library Administration offices by the close of business Friday, April 12, 2019.**

Note: We are not able to return transcripts or any other portion of your application. For additional information or to verify that the Friends of the Richardson Public Library has received your application, recommendation letters and/or transcript, contact the Friends of the Richardson Public Library at [scholarship@richardsonfol.org](mailto:scholarship@richardsonfol.org)

## **Application Check List**

Please ensure that you include all requested information with your application exactly as specified, as incomplete applications will be disqualified. Your application must include the following sections:

Section 1 – General Information

Letter Section 2 – Cover Letter

Section 3 – Essay

Section 4 – Activities & Work

Experience Section 5 – Transcript\*

Section 6 – Recommendations Letters\*

- Transcript and recommendation letters may be mailed separately.

## **SCHOLARSHIP APPLICATION**

Deadline: Application must be received by Friday, April 12, 2019

Section 1 – General Information

Please complete the following information:

Status in the Fall of 2019

Full-Time Student (enrolled in a minimum of 12 undergraduate hours or matriculated in post-graduate program)

College/University Program

- Four-Year College/University of Master's Degree Program
- Two-Year Community College

Application Packet Being Delivered to Friends of the Richardson Public Library may be:

- A complete application including official transcript and recommendation letters
- A partial application as official transcript and/or recommendations letters will be mailed separately

Applicant Information

Application Date \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Permanent and/or Current Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Email \_\_\_\_\_

Cell Number \_\_\_\_\_ Telephone 2 \_\_\_\_\_

\*If your telephone numbers or email changes, please notify the Friends of the Richardson Public Library by email at [scholarship@richardsonfol.org](mailto:scholarship@richardsonfol.org)

College/University Information

University/College Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Web Site \_\_\_\_\_

Year in School for 2019 Fall Term \_\_\_\_ Freshman \_\_\_\_ Sophomore  
\_\_\_\_ Junior \_\_\_\_ Senior \_\_\_\_ Graduate

Degree \_\_\_\_\_

Plagiarism Statement

Applications without a signed Plagiarism Statement will be disqualified.

Plagiarism is presenting as one’s own the words, the work, or the opinions of someone else without proper acknowledgement and/or borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgments.

I acknowledge that the information and essay presented in this application are my own original work.

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

## **Scholarship Application, cont.**

For the following sections of the application, please complete the information using a black font and plain white paper. Include your name on the top of each page and label each section. Do not exceed the maximum page lengths for each section.

### **Section 2 – Cover Letter**

Include a letter requesting consideration for the scholarship (maximum length: 1 page)

### **Section 3 – Essay**

Please write an essay which addresses the following, as they apply to you:

- Describe your volunteer experience at the Richardson Public Library.
- What was meaningful to you about the experience?
- Describe how volunteering is part of your life – do you volunteer in other places?
- What plans do you have for volunteering in college?
- How will volunteering be a part of your life after graduation?

The maximum length of the essay should be about 500 words.

### **Section 4 – Activities and Volunteer Experience**

List your activities including current volunteer or high school extra-curricular activities and achievements and any work experience. (maximum length: 2 pages)

### **Section 5 – Transcript**

Provide one official school-issued current transcript. This means that it must state that it is official, and be signed by the official representative of the issuing organization. Transcripts must be in English. A cumulative “B” average or grade point average of 3.0 or higher on a 4.0 scale is required.. Transcripts may be mailed by the school directly to FOL or, preferably, may accompany the scholarship application. If mailed separately, transcripts must be received by April 12, 2019.

### **Section 6 – Recommendation Letters**

Provide two (2) academic or professional recommendations from teachers, instructors, professors or Library employees. The recommendation letters may be mailed directly to the Friends of the Richardson Public Library by the author or, preferably, may accompany the scholarship application. If mailed separately, all letters must be received by the April 12, 2019 deadline.

Please note that these letters must be original and for this scholarship (do not send copies of college admission recommendation letters). They must be dated within the last 6

months, be produced on school, university or corporate letterhead and provide the writer's contact information.

## Frequently Asked Questions

Q. What is the application deadline? Does the deadline apply to recommendation letters and transcripts?

A. Scholarship applications, recommendation letters and transcripts must all be received by Friday, April 12, 2019 or dropped off at the Library Administration Offices by close of business on Friday, April 12, 2019. Any materials received after the deadline will not be accepted.

Q. Can an application be emailed or faxed directly to the Friends of the Library?

A. No. The application must be mailed as follows:

Friends of the Richardson Public Library  
900 Civic Center Drive  
Richardson, TX. 75083

Or submitted at the Library Administration Offices.

Q. Are there any formatting requirements for the application?

A. The following is recommended:

- Print the application using a black font on plain, white paper. There are no particular font styles, spacing or margin requirements.
- Your name should appear on every page of your application.
- Label each section of your application including the essay.
- Do not exceed the maximum word count requirements for each section.

Q. I have attended multiple colleges/universities. Do you require a transcript from each college/university?

A. No. Only your current transcript is required.

Q. My current semester grades will not be available until after the April 12, 2019 deadline.

A. Send your most recent transcript.

Q. Can I apply for a scholarship if I am not a United States citizen?

A. Yes, the scholarship is available to any qualified volunteer at the Library who will be enrolled fulltime at a U.S. college or university in the Fall of 2019.

Q. Can I use the scholarship award at a school outside of the United States?

A. No. The scholarship is available only for full-time students at an accredited college or university in the United States.