

Scholarship Application Packet

**Dorothy E. “Dot” McCalpin Memorial Scholarship for
2017**

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

Application Deadline: Friday, April 14, 2017

Dorothy E. ‘Dot’ McCalpin Memorial Scholarship

In gratitude for her service to the FOL, to the 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 mission of the Friends of the Richardson Public Library is to support the Library 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 Library Board

Scholarship Information

Eligibility

To be eligible for a FOL scholarship, the student must meet the following requirements:

- Active participation in a volunteer program at the Richardson Public Library since January 1, 2016
- Minimum 3.0 cumulative GPA on a 4.0 scale
- Full-time student attending an accredited college or university as of the Fall of 2017 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, 2017. 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, 2017 semester. The scholarship payment will be made to the University no later than August 15, 2017.

Applying for the Scholarship

Instructions and Delivery

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 2nd floor) before the Library's close of business on Friday, April 14, 2017. 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 14, 2017 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 14, 2017 or dropped off at the Library Administration offices by the close of business Friday, April 14, 2017.

Filing Period

Scholarship applications are accepted from February 15 – April 14, 2017. The scholarship is awarded for the Fall, 2017 semester.

All scholarship applications, recommendation letters and transcripts must be received by Friday, April 14, 2017 or dropped off at the Administration Offices by close of business on Friday, April 14, 2017. Note that any materials dropped off at the library **MUST BE** logged in to show that your materials have been received. Any materials received after this date will not be considered.

Note: We are not able to return transcripts or any other portion of your application. For additional information or to verify that the FOL has received your application, recommendation letters and/or transcript, contact the FOL at scholarship@richardsonfol.org

Application Check List

Please make sure you include all requested information with your application, 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 14, 2017

Section 1 – General Information

Please complete the following information:

Status in the Fall of 2017

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 FOL is:

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 FOL by email at scholarship@richardsonfol.org

College/University Information

University/College Name _____

Address _____

City _____ State _____ Zip/Postal Code _____

Country _____ Web Site _____

Year in School for 2017 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 questions as they apply to you:

Describe your volunteer experience at the Richardson Public Library. What was meaningful to you about the experience and how did it affect your college goals? 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. A cumulative “B” average or grade point average of 3.0 or higher on a 4.0 scale is required. Transcripts must be in English. 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 14, 2017.

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 FOL by the author or, preferably, may accompany the scholarship application. If mailed separately, all letters must be received by the April 14, 2017 deadline. All letters must be original, have a current date within the last 6 months, be produced on school, university or corporate letterhead and provide the writer’s contact information

Frequently Asked Questions

Application

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 14, 2017 or dropped off at the Library Administration Offices by close of business on Friday, April 14, 2017. Any materials received after the deadline will not be accepted.

Q. Can an application be emailed or faxed to the FOL?

A. No. The application must be mailed to the FOL at
Friends of the Richardson Public Library
900 Civic Center Drive
Richardson, TX. 75083

Or dropped off at the Library Administration Offices.

Q. Are there any formatting requirements for the application?

A. The following formatting tips are recommended:

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

Q. Do I need an official transcript or a copy of my official transcript?

A. You need one official transcript with a seal or signature from your school or university.

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 14, 2017 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 2017.

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.