

# **FRANKLIN PARK BOROUGH** **COMMUNITY SCHOLARSHIP APPLICATION** **INSTRUCTIONS**

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**North Allegheny High School Students** – Return your completed application to the NA Guidance Office. The Guidance Office will submit an official transcript on your behalf to Franklin Park Borough.

NA students please address any questions you may have to the NA Guidance Office.

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**All Other High School Students** – Submit your completed application to:

Franklin Park Borough  
2344 West Ingomar Road  
Pittsburgh, PA 15237

Students from other schools should address questions to the Franklin Park Borough Manager, 412-364-4115, ext. 310.

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## **Scholarship Requirements:**

1. Awards must be used within one year of receipt at a trade or technical school, two or four-year accredited college or university.
2. Scholarships will be paid directly to the school (college, university, trade school or technical institute) and must be applied to tuition, books, room and board. Scholarships cannot be exchanged for cash and are non-renewable.
3. Students who have received financial aid from other sources equal to or exceeding the cost of attending the school of their choice are ineligible to receive the Franklin Park Borough Community Scholarship.

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## **Selection of Scholarship Recipients:**

An independent panel of judges, appointed by Franklin Park Borough Council, will review all applications received. The panel will select: one (1) Melvin D. Lubert Scholarship to be awarded to a student attending a technical institute, trade school or studying for a similar occupation; up to two scholarships for qualified Jr. Firefighters; and, the remaining scholarships will be awarded based on community service, academic and other criteria.

Franklin Park Borough will award ten (10) \$1,000 scholarships to be used for the 2021/2022 academic year.

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To facilitate the completion of the application, it can be downloaded as a Word document from [www.franklinparkborough.us](http://www.franklinparkborough.us).

**Application Deadline – March 15, 2021**

**Scholarship Application: Summary of Community Service, Volunteer, Work and School Activities**  
 (Download the "Word" version of this form from the Franklin Park Borough website and type your information.)

**(SAMPLE ONLY)**

| <u>Position or Activity</u> | <u>Length of Time Served or Dates From/To</u> | <u>No. of Hours Worked, Donated or Participated in Activity</u> | <u>Awards, Leadership and/or Special Projects Undertaken</u>     | <u>Name of Supervisor</u> | <u>Activity/Work Performed</u>  |
|-----------------------------|---|---|--|---------------------------|---|
| <b><u>COMMUNITY</u></b>     |   |   |  |                           |   |
| Boy Scout                   | 7 years, 4 months                             | 12 hours per month  | Completed all Eagle Scout requirements                           | Mr. Bill Rogers           | All scouting functions<br>Placed 150 Stormwater markers in ABC housing plan |
| Habitat for Humanity        | worked one-week in each of the past 3 years   | 120 hours   | Supervised 2 volunteers during my last work detail               | Mr. Tom Jones             | Painted and fixed homes   |
| <b><u>SCHOOL</u></b>        |   |   |  |                           |   |
| School Band Member          | 3.5 -years                                    | 8 hours per month   | Received Musician of the Year Award and conducted a solo concert | Mr. Sam Snow              | Played at all school activities<br>Tutored younger band members             |
| <b><u>WORK</u></b>          |   |   |  |                           |   |
| Worked for ABC Company      | one year, 8 months                            | 20 hours per week   | Managed diner when Mr. Smith was on vacation                     | Mr. Roger Smith           | Bused tables<br>cashier<br>cleaned restaurant<br>cooked basic dishes        |

**Important Notes:**

- 1. Applicants must provide detailed information to ensure that the evaluator will be able to discern the amount of time, energy and effort applied to the activity you've undertaken. If your responses lack clarity and specificity, you will not be given credit for the activity.**
- 2. Applicant must list the activities, in which he/she has participated, into three categories: Community (Boy Scouts, borough, church, etc.), Work and School.**
- 3. Pick one of the activities listed under Community or Work categories and submit a Reference Form (page 5 of the application) for that activity.**
- 4. The applicant must limit the activities listed above to no more than five.**

# **FRANKLIN PARK BOROUGH COMMUNITY SCHOLARSHIP RATING CRITERIA**

|  | <b><u>Percentage</u></b> |
|--|--------------------------|
| <b><u>Community Service, Volunteer and Work Experience</u></b><br>Each applicant will be evaluated for his/her community service, volunteer activities and employment. An applicant's volunteer time or participation in community, church, Boy/Girl Scouts and other like organizations will be considered. Awards, leadership positions within a club or organization, any award, merit, community service credits, and similar factors will also be considered. An applicant's work experience can either be paid or unpaid. Consideration will be given to the length of time and the number of hours an applicant has participated in an activity, volunteered or worked. | 30%                      |
| <b><u>Essays</u></b><br>Applicants must answer question #9 and must also select one of the three topics under #10 and write an essay in response to each question. Each essay shall not exceed 200 words.  | 25%                      |
| <b><u>School Activities and Awards</u></b><br>A student's membership and participation in school activities, clubs, and academic organization, as well as any offices held or awards received will be considered in this category.   | 15%                      |
| <b><u>Academic Record</u></b><br>The applicants' GPA and other academic achievements will be considered.   | 15%                      |
| <b><u>Recommendation Letters</u></b><br>Applicants must submit a reference from the supervisor of his/her Community Service, Volunteer or Work place.  | 10%                      |
| <b><u>Overall Application Appearance</u></b><br>The evaluation committee will be looking for neatness, spelling, grammar and punctuation.  | 5%                       |
| <b>TOTAL</b>   | 100%                     |

**2021**  
**FRANKLIN PARK BOROUGH**  
**COMMUNITY SCHOLARSHIP APPLICATION FORM**

Only Franklin Park Borough residents may apply for this Scholarship.  
Application forms are available at the Franklin Park Borough  
Municipal Building, North Allegheny High School Guidance Office  
or online at [www.franklinparkborough.us](http://www.franklinparkborough.us)

1. **Full Name:** \_\_\_\_\_
2. **Present Address:** \_\_\_\_\_  
\_\_\_\_\_
3. **Home Telephone Number:** \_\_\_\_\_
4. **Email Address:** \_\_\_\_\_
5. **Parents/Guardians Names:** \_\_\_\_\_
6. **Name of the higher education school (college, university, trade school or technical institute) at which you have been accepted and plan to pursue your education:**  
\_\_\_\_\_  
**If you have not yet been accepted, please indicate your top three choices:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **Check here if the school you will be attending is a trade school/technical institute or if you hold a Jr. Firefighter position with the Franklin Park VFC:** \_\_\_\_\_
8. **Anticipated Major Field of Study:** \_\_\_\_\_
9. **Answer the following question in essay form, do not exceed 200 words. Please use page 3 to respond to this question. Answers must be type written in the space provided.**  
  
**Explain what you have done to make your community a better place in which to live.** Give examples of specific projects in which you have been involved over time. Consider any activities you have participated in for any of the following groups: Franklin Park Borough, North Allegheny School District, nonprofit or religious organizations, Boy/Girl Scouts, or any other group of which you are or have been a member.
10. **Answer any one (1) of the following three topics in essay form, do not exceed 200 words. Please use page 3 to respond to the question. Answers must be type written in the space provided.**

- A. **Describe any of your special interests and how you have developed knowledge in these areas.** Give examples of your creativity: the ability to identify alternatives; take diverse perspectives; come up with original or varied ideas; or willingness to try new things.
- B. **Describe a leadership experience in which you have significantly influenced others, helped resolve disputes, or contributed to group's efforts over time.** Consider school and out-of-school experiences.
- C. **Describe the most significant challenge you have faced and the steps you have taken to address this challenge.** Include anyone who provided help, the role that person played, and what you learned about yourself.

**11. Applicants must complete the Summary of Community Service, Volunteer, Work, and School Activities Form, see page 4.** An example of a completed form is attached to the scholarship instructions.

**12. Applicants must submit one reference, see page 5.**

**13. Attach an official copy of your grade transcript from the Guidance Office.**

I certify that the information given in this application is true and accurate. I have read and understand the requirements for this scholarship.

Signature of Applicant: \_\_\_\_\_

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

Applications **MUST** be submitted no later than **March 15, 2021**

. Prior to turning in your completed application, please utilize the checklist below to ensure you are submitting all required information. Incomplete applications will not be considered.

**Application Check List:**

- \_\_\_\_\_ Complete two essay questions
- \_\_\_\_\_ Complete and submit the Summary of Community Service, Volunteer, Work and School Activities form on page 4
- \_\_\_\_\_ Provide one (1) reference using page 5
- \_\_\_\_\_ Attach a copy of your Official Transcript from the Guidance Office
- \_\_\_\_\_ Complete, sign and date application

Type your answer to Question #9 in the box below. Your answer should not exceed 200 words.

Circle the essay topic which you are answering for Question #10:    A    B    C  
Type your answer to Question #10 in the box below. Your answer should not exceed 200 words.

**For Borough Use Only:**

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**Scholarship Application: Summary of Community Service, Volunteer, Work and School Activities**  
 (Download the “Word” version of this form from the Franklin Park Borough website and type your information.)

| <u>Position or Activity</u> | <u>Length of Time Served or Dates From/To</u> | <u>No. of Hours Worked, Donated or Participated in Activity</u> | <u>Awards, Leadership and/or Special Projects Undertaken</u> | <u>Name of Supervisor</u> | <u>Activity/Work Performed</u> |
|-----------------------------|---|---|--|---------------------------|--------------------------------|
| <b><u>COMMUNITY</u></b>     |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
| <b><u>SCHOOL</u></b>        |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
| <b><u>WORK</u></b>          |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |
|                             |   |   |  |                           |                                |

**Important Notes:**

1. Applicants must provide detailed information to ensure that the evaluator will be able to discern the amount of time, energy and effort applied to the activity you’ve undertaken. If your responses lack clarity and specificity, you will not be given credit for the activity.
2. Applicant must list the activities, in which he/she has participated, into three categories: Community (Boy Scouts, borough, church, etc.), Work and School.
3. Pick one of the activities listed under Community or Work categories and submit a Reference Form (page 5 of the application) for that activity.
4. The applicant must limit the activities listed above to no more than five.

## FRANKLIN PARK BOROUGH SCHOLARSHIP REFERENCE FORM

This form must be completed by the supervisor of the organization for which the applicant has performed community service or his/her place of employment. The reference must come from an individual who is not related to the applicant. This form must be typewritten. To access this page, you can download a "Word" version of the Franklin Park Community Scholarship Application at <https://www.franklinparkborough.us/225/Community-Scholarship-Program>.

The reference must be furnished using this form. The entire form must be completed by the individual providing the reference. **No additional reference information is required.** Please be aware this reference is an important component of the student's overall score.

1. Scholarship Applicant's Name: \_\_\_\_\_
2. Your Name: \_\_\_\_\_
3. Your Title: \_\_\_\_\_
4. Relationship to Applicant: \_\_\_\_\_
5. Length of time you have known the applicant: \_\_\_\_\_
6. Please describe why you think this applicant deserves this scholarship. You may include the work or volunteer activities in which the applicant has undertaken, his/her character traits and any accomplishments achieved or leadership roles the applicant has assumed. Your reference must not exceed 200 words and must be typewritten.

7. Once completed, place the Reference Form in a sealed envelope. Sign your name over the sealed edge on the back of the envelope and return it to the student. Scholarship applicants must submit the sealed envelope containing the Reference Form along with their application. **Students are not permitted to open the envelope. Doing so will disqualify the applicant.**

I hereby certify the above information to be true and correct. Should there be any questions regarding the information I have provided I can be reached at \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date