

# FRANKLIN PARK BOROUGH COMMUNITY SCHOLARSHIP MELVIN D. LUBERT SCHOLARSHIP FOR TECHNICAL SCHOOLS INSTRUCTIONS

\*\*\*\*\*

**North Allegheny High School Students** – Return your completed application to the NA Counseling Office. The Counseling 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 Counseling Office.

\*\*\*\*\*

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

Franklin Park Borough  
Attention: Donna Platt  
2344 West Ingomar Road  
Pittsburgh, PA 15237

Students from other schools should address questions to Donna Platt, Administrative Assistant to the Borough Manager, at 412-364-4115, ext. 302 or at [dplatt@franklinparkborough.us](mailto:dplatt@franklinparkborough.us).

\*\*\*\*\*

## **Scholarship Requirements:**

1. Awards must be used within one year of receipt at an accredited trade or technical school.
2. Scholarships will be paid directly to the school (trade or technical school) and must be applied to tuition, books, and room and board. Scholarships cannot be exchanged for cash and are non-renewable.
3. Students who have received financial aid from other sources (excluding loans) equal to or exceeding the cost of attending the school of their choice are ineligible to receive the Melvin D. Lubert Scholarship for Technical Schools scholarship.

\*\*\*\*\*

## **Selection of Scholarship Recipients:**

An independent panel of judges, appointed by Franklin Park Borough Council, will review all applications received. The panel will select up to two (2) Melvin D. Lubert Scholarships for Technical Schools to be awarded to students attending an accredited trade or technical school. Up to two (2) scholarships will be selected for qualified Jr. Firefighters either from the Franklin Park Community Scholarship and/or the Melvin D. Lubert Scholarship for Technical Schools applications. The remaining scholarships will be awarded based on community service, academic and other criteria.

Franklin Park Borough will award up to two (2) \$1,500 scholarships to be used for the 2026/2027 academic year.

\*\*\*\*\*

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 13, 2026**

## Scholarship Application: Summary of Personal Achievements

(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</u>	<u>Name of Supervisor and Contact Information (email and/or phone number)</u>	<u>Achievements in Community, School, and Work</u>
Boy Scout	7 years, 4 months	12 hours per month	Mr. Bill Rogers brodgers@somewhere.com	All scouting functions, completed all Eagle Scout requirements by placing 150 Stormwater markers in ABC housing plan
Habitat for Humanity	worked one week in each of the past 3 years	120 hours	Mr. Tom Jones 999-999-9999	Painted and fixed homes, supervised two volunteers during my last work detail
School Band Member	3.5 -years	8 hours per month	Mr. Sam Snow	Played at all school activities, received Musician of the Year Award, conducted a solo concert, tutored younger band members
Worked for ABC Company	one year, 8 months	20 hours per week	Mr. Roger Smith	Bused tables, cashier, cleaned restaurant, cooked basic dishes, and managed diner when Mr. Smith was on vacation
Jr. Firefighter	1 year	4 hours per week	Mr. Mark Grant	Took firefighter training, attends department meetings and respond to emergency calls

**Important Note:**

**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 have undertaken. If your responses lack clarity and specificity, you will not be given credit for the activity. If question #8 is checked on the Application Form, then the position of Jr. Firefighter must appear on this Summary of Personal Achievements form.**

# FRANKLIN PARK BOROUGH COMMUNITY SCHOLARSHIP MELVIN D. LUBERT SCHOLARSHIP FOR TECHNICAL SCHOOLS RATING CRITERIA

**Percentage**

**Personal Achievements**

35%

Each applicant will be evaluated for their personal achievements in areas of Community, School, and Work. Consideration will be given to the length of time and the number of hours an applicant has participated in an activity, volunteered, or worked.

Community: church, sport associations, volunteering, community involvement, Boy/Girl Scouts and other like organizations, etc.

School: student government, clubs, band, sports, academics organizations, awards, community service credits, etc.

Work Experience: paid or unpaid

**Essays**

30%

Applicants must answer question #9 in essay form. For question #10, select one of the three topics and write an essay in response. Each essay shall not exceed 200 words. Neatness, spelling, grammar, and punctuation will be evaluated.

**Academic Record**

15%

The applicants' GPA and other academic achievements will be considered.

**Recommendation Letters**

15%

Applicants must submit up to two (2) letters of reference in support of their Work, Community Service, or School Activities for the most significant endeavors.

**Overall Application Appearance**

5%

The evaluation committee will be looking for neatness, spelling, grammar and punctuation.

**TOTAL**      100%

**2026**  
**FRANKLIN PARK BOROUGH COMMUNITY SCHOLARSHIP**  
**MELVIN D. LUBERT SCHOLARSHIP FOR TECHNICAL SCHOOLS**  
**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 Counseling Office, A.W. Beattie  
School Counseling 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 (trade or technical school) at which you have been accepted:**  
\_\_\_\_\_

**If you have not yet been accepted, please indicate your top choices:**

\_\_\_\_\_  
\_\_\_\_\_

7. **Anticipated Major Field of Study:** \_\_\_\_\_
8. **Check here if you hold a Jr. Firefighter position with the Franklin Park VFC:** \_\_\_\_\_
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 typed 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 or your high school, 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 typed in the space provided.**

- A. **Tell us about your background and what is driving your passion to pursue a career in the skilled trades?**
- B. **Where do you see yourself post-graduation and how will this scholarship and education help you achieve your career goals?**
- 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 Personal Achievements Form, see page 4.** An example of a completed form is attached to the scholarship instructions.

**12. Applicants must submit up to two (2) references, see page 5.**

**13. Attach an official copy of your grade transcript from the Counseling 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 13, 2026**. 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 Personal Achievements form on page 4
- \_\_\_\_\_ Provide up to two (2) references using page 5 in sealed envelopes
- \_\_\_\_\_ Scholarship applicants must submit the sealed envelope(s) containing the Reference Form along with their application. **Students are not permitted to open the envelope. Doing so will disqualify the applicant.**
- \_\_\_\_\_ 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:**

---

---



**FRANKLIN PARK BOROUGH COMMUNITY SCHOLARSHIP  
MELVIN D. LUBERT SCHOLARSHIP FOR TECHNICAL SCHOOLS  
REFERENCE FORM**

This form must be completed by the supervisor of the work, community service, or school activity for which the applicant has performed the service, work, or activity. 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.

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