

## **ADS Houston Chapter Scholarship Program 2018 Program Year: Instructions to Applicants (Form A2)**

Follow the provided instructions to ensure that your application submittal is complete and all required documentation is provided in order to maximize your potential for winning a scholarship.

### **Application (Form A1):**

1. Fill out the application (Form A1) completely and provide supporting documentation for each item that is requested. Make sure to sign the application. Mail your application and supporting documentation to:

ADS Houston Scholarship Program  
c/o ADS Houston Chapter  
1411 Meadow Rue Ct  
Sugar Land, TX 77479

2. Make sure that your name and address are shown on the return address portion of the envelope.
3. Your application and all supporting documents **must be post-marked by June 30, 2018**. Applications post-marked after June 30, 2018 will not be accepted and will remain un-opened.

### **Categories of Scholarships:**

You may apply under one of the three categories listed:

1. Graduating high school senior, planning to attend an accredited university full-time or on a part time basis while full time employed (40 hours per week) in the fall semester of 2018 or the spring semester of 2019.
2. University undergraduate student, planning to return to an accredited university full-time or on a part time basis while full time employed (40 hours per week) in the fall semester of 2018 or the spring semester of 2019.
3. University graduate student, planning to return to an accredited university full-time or on a part time basis while full time employed (40 hours per week) in the fall semester of 2018 or the spring semester of 2019.

### **Eligibility Requirements:**

To be eligible for consideration for a scholarship from the ADS Houston Chapter, you must meet the following minimum requirements:

1. Your completed mailed application and supporting documentation must be postmarked no later than June 30, 2018. No applications or other supporting documentation with a mail postmarked date after June 30, 2018 will be accepted or considered.
2. You must be a Houston Chapter member as of the date of your scholarship application submittal and in good standing (i.e. must have paid your membership dues).
3. The scholarship (if awarded to you) is to be applied towards the school year period of fall 2018 through spring 2019.
4. You must have a cumulative GPA of 2.5 or higher through the fall semester of 2017.
5. You must be in good academic standing for the fall semester of 2017 (i.e. not on academic probation).

6. You have not been awarded more than three ADS Houston Chapter scholarships for undergraduate studies, or more than one scholarship for graduate studies.

### Document Submittals

All documents required in Form A1 (Scholarship Application) must be submitted with your application.

Transcripts must be provided in un-opened envelopes as provided by the issuing academic institution.

### Communication:

1. Application and documents in support of your application must be submitted by US mail.
2. Any communication between the scholarship applicant and the Scholarship Committee or the Selection Committee must be documented by e-mail. All questions or communication from the applicant must be sent to the following email address: [adshouston1@gmail.com](mailto:adshouston1@gmail.com). Phone conversations are not considered official communication unless the substance of the correspondence is confirmed by follow-up email.
3. You will be notified by the Scholarship Committee via email regarding the following:
  - a. Confirmation of receipt of your application.
  - b. Confirmation of your eligibility to apply to the scholarship program.
  - c. The results presented by the Selection Committee and decision by the Houston ADS Board.

### How the Selection Process Works

1. Applicants that meet ALL the eligibility requirements are evaluated by a Selection Committee.
2. The Selection Committee scores each applicant taking into account the following factors and recommends applicants for a scholarship based on their overall score:

Criterion	Supporting Documents	Notes
Cumulative GPA.	Official academic institution transcripts.	The transcripts must be submitted in the unopened envelope sent by the institution.
Fall 2017 semester GPA.	Official academic institution transcripts.	The transcripts must be submitted in the unopened envelope sent by the institution.
Letters of recommendation.	Letters may be submitted from your school teachers, advisors, and community members that speak to your academic capabilities and your character.	More recommendations can earn you additional points but no more than three letters of recommendation will be considered. Letters of recommendations submitted in conjunction with a 2017 or earlier application are considered at the discretion of the Selection Committee.
Community service activities.	A letter from the sponsor of each activity that describes the purpose and nature of the community activity, your role, and the number of hours you volunteered.	More community service activities can earn you additional points but no more than four community service activities will be considered. Community service activities

		submitted in conjunction with a 2017 or earlier application are considered at the discretion of the Selection Committee.
Academic recognition awards other than academic GPA honor role.	Official document that describes the activity, the award, and the criteria for receiving the award.	Up to two will be considered. You can earn points for each of the submittals. Awards submitted in conjunction with a 2017 or earlier application are considered at the discretion of the Selection Committee.
Extracurricular activities such as being on a varsity sport team, player of musical instruments, choir, etc.	Letter from activity sponsor such as school, teacher, coach, trainer, etc. to confirm the nature of your extracurricular activity.	Up to two will be considered. You can earn points for each of the activities. The activities submitted in conjunction with a 2017 or earlier application are considered at the discretion of the Selection Committee.
Employment	Letter from employer that states dates of employment, position, and number of hours employed per week.	Part time work is up to 20 hours/week. Full Time work is 40 hours/week.

3. If you are selected for a scholarship award:
  - a. You will be granted a conditional approval for a scholarship award. The scholarship is conditional upon your submittal of the spring 2018 semester transcripts that confirm you are in good academic standing based on the semester grades.
  - b. You will be allowed up to two weeks following notification of your conditional approval to submit your transcripts for the spring 2018 semester.
  - c. Upon verification of Item b by the Selection Committee, your conditional approval will be changed to "Approved".
  - d. The scholarship will be paid by the ADS Chapter directly to the academic institution you will be attending.