

ADS Houston Chapter Scholarship Program 2023 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. E-mail to adshouston1@gmail.com or mail your application and supporting documentation to:

ADS Houston Scholarship Program
c/o ADS Houston Chapter
75 San Simeon Dr, Manvel TX, 77578

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 May 31, 2023**. Applications post-marked after May 31, 2023 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 2023 or the spring semester of 2024.
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 2023 or the spring semester of 2024.
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 2023 or the spring semester of 2024.

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 application and supporting documentation must be mailed or e-mailed to adshouston1@gmail.com no later than May 31, 2023. No applications or other supporting documentation postmarked after May 31, 2023 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 2023 through spring 2024.
4. You must have a cumulative GPA of 2.5 or higher.

5. You must be in good academic standing (i.e. not on academic probation).
6. You have not been awarded more than three undergraduate ADS Houston Chapter scholarships.
7. You have not been awarded more than one graduate ADS Houston Chapter Scholarship.

Document Submittals

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

Communication:

1. Application and documents in support of your application must be submitted by US mail or email to adshouston1@gmail.com.
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. Phone conversations are not considered official communication unless the **content** of the correspondence is **documented** 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. Supporting documents are crucial in the selection process and help score and rank the candidates. 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.	
Most recent semester GPA.	Official academic institution transcripts.	
Letters of recommendation.	Letters may be submitted from your school teachers, advisors, and community members that speak to your academic capabilities and your character.	Only letters of recommendation dated 2022 or 2023 will be considered.
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.
Academic recognition awards other than academic GPA honor role.	Official document that describes the activity, the award, and the criteria for receiving the award.	You can earn points for each of the submittals. Recognition awards will be considered if earned in 2022 or 2023.

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.	You can earn points for each of the activities.
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 2023 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 2023 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.