



USS THOMAS JEFFERSON ASSOCIATION

SCHOLARSHIP FUND APPLICATION

Scholarship Chairman – Robert Keller
P.O. Box 9
10459 Agnew Road
Harmonsburg PA 16422
wessy@mdvl.net

The U.S.S. Thomas Jefferson Association is concerned that the educational potential for their sons, daughters and grandchildren may not be realized due to financial constraints. The membership believes that all people who are academically qualified for admittance to an accredited college or vocational school should have the financial means to enable them to attend a school of higher education that will allow them to attain their goals.

It is with this object in mind that the USS Thomas Jefferson Association has introduced a scholarship program for qualified individuals. Enrollment in a school of higher education represents a crucial step in a student's career realization, and the availability of this scholarship program will reduce the financial obstacles that might otherwise prohibit a student from furthering his/her education.

APPLICATION REQUIREMENTS

- Applicants must be high school seniors or graduates, or
- Applicants must be enrolled in a curriculum of study at an accredited institution of higher learning.
- Applicants must demonstrate:
 - Scholarship proficiency
 - Participation in extra curricular activities that benefit their school and/or community
 - Recognition of volunteer activities as demonstrated by awards, etc.
 - Financial need

APPLICATION PROCESS

The USS Thomas Jefferson Association has established a scholarship committee to review and approve applications. Students who meet the above criteria and who wish to apply for a scholarship must observe the following procedure:

For all applicants:

- Request applications between March 15 and July 1. (applications must be made each year)
- Complete the enclosed application
- Enclose only two (2) letters of reference/recommendation from someone other than a relative or school guidance counselor.
- The applicant must include a 400 word essay detailing why he/she is deserving of this scholarship.

- Enclose a signed copy of parent's federal income tax form (1040) for the most recent calendar year. Supporting documents are not required. The tax document will be retained in a secure manner. It will be returned upon request, or it will be destroyed if a request is not received.
- For high school students/graduates:
Enclose or forward to the committee an official transcript for the 3 or 4 years completed.
- For individuals attending or planning to attend an accredited school of higher education:
Forward to this committee an official transcript for all semesters completed.
- Provide a copy of a letter of acceptance to an accredited college/vocational school or the most recent transcript.

REVIEW PROCESS AND DETERMINATION

- The information submitted by the applicant will be retained in strict confidence. It will be made available only to the USS Thomas Jefferson Association Scholarship Committee in compliance with the Privacy Act of 1974, Public Law 93-380.
- The application must be submitted to the committee prior to the closing date of July 15th.
- Eligibility requirements as outlined above will be adhered to.
- It is the student's responsibility to apply for admission to the accredited institution, including any required for acceptance prior to July 15th in the year of award.
- The entries on the application must be COMPLETE, ACCURATE AND LEGIBLE. Note: "SPONSOR", as referenced on the application, refers to the father, stepfather, grandfather or legal guardian, through whose membership in the Thomas Jefferson Association, the students' eligibility is claimed. **Membership is denoted as a life member or their annual dues are current.**
- Scholarships may be awarded to those who have been accepted and enrolled in an accredited institution of higher learning. Evidence of admission in the form of a copy of the student's grade transcript must be forwarded after completing fall semester (i.e. each year the student applies for a scholarship) to the scholarship committee with receipt no later than July 15th. It must reflect the program and courses selected and need not be signed by the registrar.
- Scholarship awards will be announced in the month of August. The winners will be identified in the Association newsletter. The individual winners will be notified by mail.

Application requests and all other scholarship related correspondence should be sent to:

**Robert Keller
PO Box 9
Harmonsburg PA 16422
Attn; Scholarship Committee**

Questions regarding the program may be directed to any member of the scholarship committee. We are committed to assisting dependants of the USS Thomas Jefferson Association to further their education through scholarship disbursements.

We are looking forward to receiving your application.

Sincerely,

Robert Keller
Scholarship Chairman

E-Mail; wessy@mdvl.net

USS THOMAS JEFFERSON ASSOCIATION
SCHOLARSHIP APPLICATION

Part I Applicant Information			
1. Applicants Name		2. Social Security No.	
3. Sex	4. Date of Birth	5. Marital Status	
6. Permanent Address		7. Temporary Address	
8. Home Phone #		9. School Phone #	
Part II Sponsor Information			
(Parent, Step Parent, Grandparent or Guardian whose military service qualifies applicant}			
1.Sponsors Name		2. Relationship to Applicant	
3. Sponsors Address			
4. Sponsors Phone #	4a. Marital Status	5. No. of Dependants	
6. Last Rank or Rate Held		7. Sponsors SSN	
8.Years and Crew (blue/gold) served on USS Thomas Jefferson			
Part III Financial Information			
1.Name of Head of Household			
2. Occupation		3. Spouses Occupation	
4 Gross Earned Income Last Year (all sources)			
5. Net Income Last Year		Are You Receiving Any Other Grants?	
A Federal Income Tax Form (1040, 1040A, etc.) Signed by the Applicants Parent/Sponsor Must Accompany this Application.			
Part IV Education			
1. Name/Address of High School Attending/Graduated	2. Dates Attended	3. Graduation Date/Major	4. Full Time?
5.Name/Address of College(s)/ Accredited Institution(s) Attending	6. Dates Attended	7. Graduation Date/Major	8. Full Time?
9. Name/Address of College(s)/ Accredited Institution(s) to Which Applicant Applied	10. Date Accepted	11. Full Time	12. Planned Major

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**Part V Extra Curricular Activities and Awards
(Scholastic and Community Related)**

Part VI School Transcript Information

Provide the following information even if contained on transcript for high school or accredited school of higher education (high school only complete items 6 and 7)

1. Students Name (last, first, middle) _____
2. Students Permanent Address _____
3. Name and Address of High School/Accredited School of Higher Education _____

4. Last Date Attended _____
5. Most Recent Grade Point Average _____
6. Class Size _____
7. Class Ranking _____

(Note: the above information must be provided and may be based on the most recent information available if final results are not yet published)

The space below is provided for any remarks, recommendations, etc. by a school counselor, advisor or teacher that may be beneficial to the student's application.

Completed By

_____ (print name and title) _____ (signature and date)

Part VII Essay

The applicant must submit an essay of 400 words or less on the following: **“What tools and experiences do you hope to acquire in school to help you become a creative and productive citizen of this great country and world community?”**

Signature of Scholarship Applicant _____ **Date** _____

E-Mail Address

The appropriate representative from the applicants' current high school/accredited school of higher education is requested to review this form, attach a copy of the applicants official transcript including grades achieved on or before **July 15**.

Mail to: USS Thomas Jefferson Association
Robert Keller, Chairman
PO Box 9
Harmonsburg PA 16422

Telephone: (814) 382-2811 (summer) or (772) 664-2049 (winter) E-Mail: wessy@mdvl.net

Scholarship Application Hints – High School

1. Fill in ALL blank spaces. If there is no answer, put in “N/A”. All empty spaces will be graded against you.
2. Sponsor must be a member of the USS Thomas Jefferson Association.
3. Any questions that there is not enough room to answer, note that and submit the information on a separate sheet. Do not try to cram it into the space provided.
4. The person that appears in the signature section must sign federal income tax form, or it will be returned, to be re-submitted.
5. Part V, extracurricular activities means scholastic or community activities, sports that you have lettered in, church groups/activities, scouts, 4-H, charity/volunteer work performed, etc.
6. Part VI, #6 & #7, class rank and size; Your High School counselor can help you here.
7. The school official should sign the application and it must have a raised seal of authenticity. If not, the transcript will be the official signature.
8. Recommendations: Select a person who will write a recommendation that fits your application/character. Not just a general one that does not fit you. Good examples are a church pastor, school athletic coach, employer, scout leader, etc. Do not wait till the last minute. Ask now while you are completing the application and give them some items that they can speak to. The recommendations carry high weight in grading the application. Do not send any recommendations dated before April 1st.
9. Essays require some thought. It would be to your advantage to have it reviewed by a parent or school counselor. They could help ensure that you are saying what you want to say. Getting to 400 words is not as important as you conveying your thoughts, and not rambling. This is graded very heavily toward your total points.
10. Make sure you sign and date the application, even if the institution sends it to us. If not signed, it will be returned for signature and checked for completeness.
11. If the application is going to be late getting to me, DO NOT wait till the last minute to tell me about it. I will give you a grace period if necessary to complete the application, but you should be planning for any needed adjustment.
12. If you have any questions, please contact the organization at the following:

USS Thomas Jefferson Association
Robert Keller, Chairman
PO Box 9
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Scholarship Application Hints – College

1. Fill in ALL of the blank spaces. If there is no answer, then put in “N/A”. All empty blanks will be graded against you.
2. Sponsor MUST BE a member of the USS Thomas Jefferson Association.
3. Any question that there is not enough room to answer, note that and submit the information on a separate sheet. Do not try to cram it into the space provided.
4. The person that appears in the signature section must sign federal income tax form, or it will be returned, to be re-submitted.
5. Part V Extracurricular Activities & Awards means both scholastic or community activities. List the sports you have lettered in, Church groups/activities after school clubs and office held, Scouts – leadership positions, highest rank, Camp staff jobs held; 4H & FFA leadership positions held, City/town Recreation positions held; Demolay, Rainbow Girls, Charity work in hospitals, VET hospital, convalescence home, soup kitchen; awards given for your volunteer work/help, etc.
6. Part VI #6 & #7 Fill in #1 thru #5 only. College admissions office can assist you here.
7. The School Official should sign the scholarship application if they send it in, but if they do not, your transcript will be the official signature.
8. Recommendations. Select a person who will write a recommendation that fits your application/character, not just a general one that does not fit you. Good examples are; Church Pastor, School Athletic Coach, School club advisor, employer, Scout leader, or neighbor. Do not wait until the last minute. Ask them now while you are completing the application and suggest to them some areas that they could write about you. Recommendations rank high in the grading of applications. Do not send any dated before April 1st.
9. Essays require some thought. It would be to your advantage to have a parent or a faculty advisor review your essay to ensure that you are correctly expressing yourself. Getting to exactly 400 words is not as important as you being able to convey your thoughts clearly and concisely.
10. **Make sure you sign and date the application** even if your school sends in the application. If not signed it will be returned for signature and checked for completeness. This is heavily graded for total points.
11. If your scholarship application is going to be late for submission, **DO NOT WAIT** until the last minute to notify the organization. You may be given an extension if necessary to complete your application.
12. If you have any questions, feel contact the organization at the following:

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