

THE ALLEN ENDOWMENT

Holly S. Goodyear, President
E-mail allenendowment@gmail.com

January 1, 2012

Dear Scholarship Applicant,

Florence Allen Scholarships are awarded annually by The Allen Endowment to provide Ohio women with the opportunity to achieve their full potential through education. Scholarship funds are for the 2012-13 academic year and may be used for courses at accredited degree-granting institutions recognized by a state Board of Regents.

Eligibility for Florence Allen Scholarships is as follows:

Traditional Student Applicants

1. Women who will graduate or have graduated from an Ohio high school or who have received a GED from the Ohio Board of Education prior to July 1, 2012.
2. Must be a United States citizen.
3. Undergraduates who meet the above criteria and are enrolled as full-time students at an accredited degree-granting institution recognized by a state Board of Regents

Non-traditional Student Applicants

1. Women who are residents of Ohio and are at least 30 years old as of April 1, 2012.
2. Must be a United States citizen.
3. Undergraduates who meet the above criteria and are enrolled at an accredited degree-granting institution recognized by a state Board of Regents.
 - a. Applicant need not be a full-time student.

A copy of the current Florence Allen Scholarship Application form is attached. If additional copies are needed, photocopies are acceptable. Complete instructions for preparing and submitting the application are included in the application form set.

Applicants are evaluated on documented financial need; precise description of career plans and goals; and academic, employment and/or volunteer record. **The completed application and all supporting documentation must be hand stamped (not metered) and postmarked on or before March 1, 2012.** to me at the address below:

Holly S. Goodyear
The Allen Endowment
3500 Granger Road
Medina, OH 44256

Scholarship recipients will be notified by certified letter no later than April 30, 2012. If additional information is needed, please contact me.

Yours truly,



Holly S. Goodyear

3500 GRANGER ROAD • MEDINA OH • 44256

The Allen Endowment is a charitable education foundation.

Contributions to The Allen Endowment are tax-deductible to the extent allowed by law.

Tax Exempt Number 31-1256889

THE ALLEN ENDOWMENT

FLORENCE ALLEN SCHOLARSHIP PROGRAM

INSTRUCTIONS TO FLORENCE ALLEN SCHOLARSHIP APPLICANTS

Type or print clearly in black or blue ink only. Fill out the application form truthfully and completely.

Thank you for your interest in The Florence Allen Scholarship Program. **It is important that you complete this application form and provide all requested documents in one envelope to be hand stamped (not metered) and postmarked on or before March 1.** Submission of application materials in any other manner will make your application ineligible for consideration. Begin compiling your application materials early to be sure that you can comply with this deadline. **THERE ARE NO EXCEPTIONS.** Good luck.

APPLICATION PACKET

The following documents must be included in your completed application packet. Documents will not be accepted if they are received separately and your application will be disqualified.

- Signed and Dated Application Form
- Student Aid Report (SAR) or Free Application for Federal Student Aid (FAFSA)
- Either an SAR or FAFSA is required. No other documents are acceptable.
- Expense Estimate from your college catalogue
- Transcripts for all high school courses or GED (Not required if applicant is 30 years of age by April 1, 2012)
- Transcripts for all post high school courses (Copies are acceptable)
- Three (3) letters of Recommendation
- Career Objective Statement

PLEASE NOTE: IT IS IMPORTANT THAT YOU ANSWER EVERY QUESTION.

I. Personal Data

Complete the Personal Data Section of the Application Form truthfully and completely. Only United States citizens may apply.

II. Financial Statement

Full disclosure is required to be considered for a scholarship. Answer the questions on the Application Form truthfully and completely. In addition, enclose the following documents:

- Estimated Expenses: This information is usually available from the college/university catalogue. This estimate should itemize tuition, fees and books, as well as room, board and other living expenses for students attending your college/university/technical school.
- Student Aid Report (SAR) or Free Application for Federal Student Aid (FAFSA)
- The FAFSA can be obtained from your High School Guidance Office or College Financial Aid Office

III. Educational Institution and Program for which Funds are Sought

All questions in this section refer to the college/university/technical school and program of study for which you are requesting the scholarship funds.

IV. High School and/or Preparatory School History

List all high/preparatory schools attended for the 9th through 12th grades. List General Equivalency Diploma (GED) and where received, if applicable.

V. Post High School Education History

Provide information as of the date you are completing this application

VI. Personal Involvement

Do not substitute your resume for this section. You must complete this application form. Include volunteer, non-profit, community or school organizations, and homemaking experience, etc.

VII. Career Counseling

Select the option that best applies to you:

- “New Career Field” – Will this education help you start a career in a field that is different from your current career field or one in which you have worked in the past?
- “Career Development” – Will this education help you advance in your current career field or one in which you have worked in the past?
- “Enter/Re-enter Job Market” – Will the education help you enter the job market for the first time or re-enter it after being out of the job market for some time?

Describe any counseling you have had to help you analyze the availability of jobs in your chosen career field.

VIII. High School and/or Preparatory School History

List all high/preparatory schools attended for the 9th through 12th grades. List General Equivalency Diploma (GED) and where received, if applicable.

IX. Career Objective

This document should describe in very specific terms your plans for enrollment in the educational program, career goals and a statement of financial need. This is your opportunity to present your case to the Scholarship Committee for awarding you this financial aid. In addition to the content, grammar and spelling are important. This document should be typewritten.

X. Letters of Recommendation

Enclose three letters of recommendation from former teachers, school officials, social workers, employers or other persons not related to you. Letters of recommendation must be written on letterhead, signed, dated, and returned to you. It is recommended that these people be from different aspects of your life.

XI. Transcripts and Letter of Acceptance

Enclose copies of your most recent high school transcript or General Equivalency Diploma (GED) and transcripts of all credit courses taken since high school. Photocopies are acceptable. High school transcripts are not required if applicant is 30 years of age by April 1, 2012.

XII. Conditions and Terms of Agreement

Read this section thoroughly and make sure that you understand it. Sign and date the application form indicating that you have read and understand the Conditions and Terms of Agreement. APPLICATIONS THAT HAVE NOT BEEN SIGNED AND DATED WILL BE DISQUALIFIED.

For Additional Information or Questions

Please send an e-mail message to allenendowment@gmail.com

The complete application packet must be hand stamped (not metered) and postmarked on or before March 1, 2012 to:

**The Allen Endowment
c/o Holly S. Goodyear
3500 Granger Road
Medina OH 44256**

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I. PERSONAL DATA

1. Name _____
 2. Current Address Street _____ City _____ State _____ Zip _____
 3. Permanent Address Street _____ City _____ State _____ Zip _____
 4. Home Phone ____ - ____ - _____ 5. Business Phone ____ - ____ - _____ 6. Date of Birth _____
 7. Social Security Number ____ - ____ - _____ 8. Occupation (If applicable): _____
 9. Are you a U. S. Citizen? Yes No 10. e-Mail Address (required) _____

11. FINANCIAL STATEMENT

PLEASE ENCLOSE THE FOLLOWING DOCUMENTS:

- Estimated expenses from your college/university catalogue. (photocopy)
- Student Aid Report (SAR) or Free Application for Federal Student Aid (FAFSA)

11. Total cost of education per year \$ _____
 12. Will you reside on campus or commute? Reside on Campus Commute
 13. Number of Family Members: Parents _____ Dependents including Yourself _____ Total _____

PAID EMPLOYMENT

14. List your work experience in chronological order, starting with the most recent. DO NOT SUBSTITUTE A RESUME.

Dates From/To	Job Title	Employer	Job Responsibilities	Part (P) Time	Wage (Annual)

15. Will you work during the school year? Yes No Full-time Part-time
 16. Type of Employment _____ 17. Employer _____

ANTICIPATED FINANCIAL AID

List other scholarships, loans and grants for which you have applied for the year covered by this application. Specify the scholarship/loan/grant requested. Indicate current status of the request and the amount of financial assistance you are currently receiving, if applicable. If you did not apply for any other financial assistance, please explain on an attached sheet.

Scholarships/Loans/Grants for which you have applied	Amount Requested	Status of Request Awarded/Rejected/Unknown	Amount of Financial Aid Received During Current Year
18. Total from Scholarship/Loans/Grants			

III. EDUCATIONAL INSTITUTION AND PROGRAM FOR WHICH FUNDS ARE SOUGHT

19. Have you been accepted into the educational institution and program for which this scholarship is being requested? Yes No
20. Name of Educational Institution _____
 Street _____ City _____ State _____ Zip _____
21. Type of Institution: 4-Year College/University Vocational/Technical Community College
22. Will your academic schedule be full-time or part-time? Full-time Part-time
23. Field of Study/Major _____
24. Type of Degree or Certificate (e. g. AA, BA, etc.) _____
25. Starting Date of Study _____ 26. Expected Graduation Date _____
27. What is the purpose of this education? (Check only one)
- Recent High School Graduate or Current College Student New Career Field
- Career Development Enter/Re-enter Job Market
28. If you are currently enrolled in an educational institution and program:
- Name of Educational Institution _____
- Street _____ City _____ State _____ Zip _____
- Field of Study/Major _____ Number of Terms Completed _____ Quarters _____ Semesters _____

IV. HIGH SCHOOL AND/OR PREPARATORY SCHOOL HISTORY

29. List all high/preparatory schools attended for the 9th through 12th grades or GED.

Name of School	City and State	Start Date	End Date

30. Date of Graduation _____ 31. Number in Class _____ 32. Rank _____

V. POST HIGH SCHOOL EDUCATION HISTORY

33. List all post high school education in chronological order, starting with the most recent.

Name of Educational Institution	Course of Study/Degree/Certification	Start Date	End Date

34. If you are under 30 years of age, list any scholastic honors and awards you have received. Use a separate sheet, if additional space is needed. If you will be at least 30 years old as of March 1, you may proceed to Question 35.

Nature of Award or Honor	Year

VI. PERSONAL INVOLVEMENT

35. List your extracurricular (school related), community/church volunteer activities, and professional activities. Use a separate sheet, if additional space is needed.

If you will be at least 30 years old as of April 1, 2012, please list any community/church volunteer activities, professional experience, family responsibilities or other life experience that may assist in the decision making process.

Name of Organization/Activity	Position/Office	Start Date	End Date

VII. CAREER COUNSELING

36. What counseling have you received on opportunities for employment in the field you have selected?

37. How did you learn about the Florence Allen Endowment Scholarship Program?

VIII. CAREER OBJECTIVE (Essay Section)

Enclose on a separate sheet of paper. Discuss in 500 words or less your specific short-term goals and how this proposed training will help you to accomplish these goals and make a difference in your professional career. Although answering all the questions on the application is important, your response to this section is considered very carefully when the Scholarship Committee evaluates your application.

IX. LETTERS OF RECOMMENDATION

Three letters of recommendation from former teachers, school officials, social workers, employers or other persons not related to you are required. The recommendations should be written on letterhead, signed, dated and returned to you. It is recommended that these people be from different aspects of your life.

The letters should highlight the applicant’s past academic, employment and/or volunteer record; the applicant’s ability to undertake and complete her/his training; the applicant’s outstanding strengths or characteristics; and any other information that would assist the Scholarship Committee in the selection process.

The letters must be submitted as part of your complete application packet. Be sure to request these letters far in advance of the application deadline. These letters will not be accepted if they are not included in your application packet. THERE ARE NO EXCEPTIONS.

X. TRANSCRIPTS AND LETTER OF ACCEPTANCE

Include your most recent high school transcript or General Equivalency Diploma (GED). High school transcripts or GED are not required for applicants who are 30 years of age as of April 1. Transcripts of all courses taken since high school and your acceptance letter from the educational institution must be submitted. Photocopies of these documents are acceptable.

XI. CONDITIONS AND TERMS OF AGREEMENT

- A. I understand that this application will not be considered for review unless all requested materials are enclosed, the application is signed, dated, hand stamped (not metered) and postmarked no later than March 1, 2012.
- B. I hereby acknowledge that all of the information included in this application packet is true and complete to the best of my knowledge.
- C. I also understand that all applications will be held confidential, but no application material will be returned.
- D. Scholarship funds cannot be used for expenses incurred before the period covered by the scholarship grant.
- E. Should I be selected as a Florence Allen Scholarship Recipient, I agree to have my name used in publicity for the program.
- F. Applicants are evaluated on documented financial need; precise description of career plans and goals; and academic, employment and/or volunteer record.
- G. A majority of applicants who apply for a scholarship meet all eligibility criteria and are deserving of financial assistance. I understand that due to funding limitations, not every eligible applicant will receive an award.
- H. Incomplete or late applications will not be considered.
- I. No later than April 30, 2012, scholarship recipients will be notified via certified letter signed by the Chair of the Scholarship Committee and the President of The Allen Endowment Board of Trustees.
- J. All applicants who include an email address on their application will be notified of all scholarship recipients.

Signature _____ Date _____

APPLICATION PACKET CHECKLIST

Did you enclose the following:

- Signed and Dated Application Form
- Student Aid Report (SAR) or Free Application for Federal Student Aid (FAFSA)
- Expense Estimate from your college catalogue
- Transcripts for all high school courses or GED (Not required if applicant is 30 years of age by April 1, 2012)
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