

BLACKS IN GOVERNMENT
Energy Chapter Blacks In Government
P.O. Box 23540
Washington, DC 20026

Tips to complete scholarship application package

To all Applicants of the Energy Chapter Blacks In Government (BIG) 2019 Scholarship Program:

The BIG Scholarship Committee has prepared the following tips to complete the Energy Chapter BIG Scholarship application package:

- **Please read** all instructions and related information thoroughly.
- If you have questions or need **any clarification**, you should reach out to the point of contact, see below.
- Follow **all** instructions enclosed in the letter.
 - **It is imperative that you do not** wait until the “last minute” to prepare your application or to request the required documents to submit your application (e.g. certifications, recommendations). Some unexpected event may occur at the “last minute” which could prevent you from submitting your application by the deadline.
- Be sure your essay **includes the title on your paper**. The essay title does not have to be the same title of the topic but it must cover the topic essay.
- **Check spelling, grammar, and word count. This can be done by using the word count feature in Microsoft Word or asking someone to proofread** your essay.
- **Be sure your complete name is on each page submitted.**
- Completed applications may be submitted electronically to BIG.ENERGY@HQ.DOE.GOV or by mail to **Energy Chapter Blacks In Government, P.O. Box 23540, Washington, DC 20026**.
- If you mail your application, make a **copy to keep for your records and mail the original**.
- **Be sure all the documents are in the package!**
- If you mail your application package, be sure your package has enough **postage to cover delivery**.
- If you mail your application package, **get a receipt and retain it for proof** that you met the mailing deadline.

Dear Applicant,

The Energy Chapter Blacks in Government (BIG) Scholarship Program is accepting applications from high school students who will graduate in Spring 2019. The Scholarship Committee will award five scholarships each in the amount of \$500. To be considered for the scholarship, a completed application package must be submitted to the Scholarship Committee no later than **May 13, 2019**.

The application package must consist of a completed scholarship application form, a written essay, Certification of Academic Standing form, and a letter of recommendation.

APPLICATIONS SUBMITTED ELECTRONICALLY OR POSTMARKED AFTER MAY 13, 2019 WILL NOT BE ELIBILGE FOR THE SCHOLARSHIP.

ELIGIBILITY REQUIREMENTS

- Applicant must be a senior graduating from an accredited secondary educational institution.
- Applicant must have been accepted for admission into at least one accredited 2 or 4 year institution of higher learning beginning Fall 2019 school year with a major geared towards: Science, Math, and Technology; Social Science; and Health and Medicine. **Applicant must provide proof of acceptance** (e.g., copy of acceptance letter or email).
- Applicant must have at least a 2.8 cumulative high school grade point average (GPA) on a 4.0 scale.
- Applicant must provide one letter of recommendation from an official of current school, community organization, church, or an employer. **(Please do not submit a recommendation letter from relatives).**
- The applicant must reside within a 50 mile radius of the Washington, DC.
- Applicant **can be** (but not required) an immediate family member of a U.S. Department of Energy (DOE) employee or a BIG member in good standing. Please mention this member in the required phone interview.
- Applicant and parent/guardian signatures are required on the application, if applicant is less than 18 years old.

QUALIFYING COMPETITIVE FACTORS

1. Submit an essay written on one of the following topics:

1. How will you help others to benefit in the future from the education/degree you will receive?
2. Who is the most influential Woman Leader to you and Why?
3. Who or What convinced you to pursue Higher Education?

Essays will be rated on content, depth, grammar, organization, and originality. Failure to address one of the specified topics will disqualify the application. The essay should be a minimum of 500 words and no more than 800 words, typed, grammatically structured and double-spaced. At end of the essay, record the “Word Count” and specify the number of words in your essay by using Microsoft Word using the Word Count feature in Microsoft Word or asking someone proofread your essay. Points will be deducted for essays that have less than 500 or more than 800 words.

2. The completed Certification of Academic Standing Form and an official transcript (stamped and sealed) that includes the ninth grade through senior semester ending in January 2019.

3. **A mandatory phone interview.** The interview will consist of an oral presentation of the applicant's essay and a question/response period. Personal interviews will only be conducted for those finalists who scored high on the essay along with their cumulative GPA scores.

For additional information about the scholarship application, contact the Scholarship Committee Chairperson: Ms. Vera Dunmore at 202-586-4047 or Vera.Dunmore@hq.doe.gov

Completed application packages must be submitted to the Energy Chapter of Blacks in Government no later than **May 13, 2019**. Complete application packages may be submitted electronically to BIG.ENERGY@HQ.DOE.GOV or by mail to:

**Energy Chapter Blacks In Government
P.O. Box 23540
Washington, DC 20026.**

To receive written notification of the status of your application, enclose a self-addressed, stamped envelope using the P.O. Box listed above: Attn: Scholarship Committee.

Scholarship Application Form

(Please type or print legibly)

Applicant Name			
Applicant Street Address			
Applicant City, State and Zip Code			
Applicant Telephone Number			
Applicant email address			
Applicant Gender			
Applicant Date of Birth			
Parent/Guardian Name			
Applicant High School (name, city, state)			
Date of Graduation			
Applicant Cumulative GPA			
Principal/Counselor's Name/Email			
Principal/Counselor's Telephone Number			
School, community, church, and organizational activities:			
Honors, awards, and other achievements:			
College/University which applicant applied for Fall 2019 admission (name, city, state).			
Intended field of study			

Applicant Signature

Date

Parent/Guardian Signature

Required if applicant less than 18 years old

FOR OFFICIAL USE ONLY

Application Number 2019 - _____ Eligible: Yes/No _____
 Essay: Double Spaced: Yes/No Word Count: _____ Cum GPA: _____ GPA Score: _____
 Complete: Yes/No _____ Requested Notification: Yes/No _____

CERTIFICATION OF ACADEMIC STANDING

Student Name: _____

High School Name & Address: _____

Please complete the information below for the student named above.

Please provide an official transcript (sealed and stamped) that includes the ninth grade through the senior semester ending in January 2019.

_____ **Has a Cumulative Grade Point Average of** _____

_____ **Has an anticipated Graduation Date of** _____

_____ **Other Comments if applicable** _____

Signed by: _____
School Counselor/Administrator

Date: _____

Phone: _____

AFFIX SCHOOL SEAL HERE!

BIG Scholarship Committee Application Rating Sheet

Applicant: _____

Reviewer: _____

Overall GPA: 30 points maximum

Score equals the number of points the applicant receives based on cumulative GPA from chart below.

4.0 Plus	30
4.0	29
3.9 – 3.99	28
3.8 – 3.89	27
3.7 – 3.79	26
3.6 – 3.69	25
3.5 – 3.59	24
3.4 – 3.49	23
3.3 – 3.39	22
3.2 – 3.29	21
3.1 – 3.19	20
3.0 – 3.09	19
2.9 – 2.99	18
2.8 – 2.89	17

Essay: 40 points maximum

An essay written on one of the following topics:

1. Do you think the student movement in this country “Our Lives Matter” can influence legislators/policy makers? Please explain your position.
2. How has the mass shootings at high schools in the U.S. affected your thinking about school safety and how can you make an impact in your circle of friends or social network to see positive change in your school safety policy.
3. Reflect on a time when you challenge a belief or idea? What prompted you to act? In retrospect, would you make the same decision?

Essay will be rated on content, depth, grammar, organization and originality. The essay must be a minimum of 500 words and no more than 800 words, typed and double-spaced. Points will be deducted for essays that have less than 500 words or more than 800 words. At the end of the essay, record “Word Count” and the number of words, for example generated by using the word count feature in Microsoft Word or asking someone proofread your essay.

Community Service: 20 points maximum _____

School, community, church or organizational activities. *May also consider how well leadership potential is addressed throughout the application packet (i.e., types of activities, offices held, awards, etc., as captured in application form, essay and/or letter of recommendation).*

Letter of Recommendation 10 points maximum _____

Applicant must provide one (1) letter of recommendation from an official or current school, community, organization, church or an employer (no letter can be from a relative).

TOTAL _____