

APPLICANT CHECK LIST

The Geno Thomas Memorial Scholarship Committee would like to make the application process as stress free as possible, so we are providing you with a simple checklist to follow. More detailed information is listed in the application guidelines. Before submitting the application to the Selection Committee, please ensure all information below is included and is legible.

- Completed application form (typed or printed legibly)
- Personal essay (typed)
- Official sealed transcript from high school. If submitting an application via email, official high school transcripts must be mailed in and postmarked **no later than April 15th** to complete the application process.
- Two letters of recommendation
- Two recommendation checklist forms
- Application must be postmarked **no later than April 15th** or must be received via email no later than **April 15th**.

Incomplete or late applications will not be reviewed by the selection committee.

CONTACT INFORMATION

If you have any questions, you may call (804)233-0274 and leave a message for the Selection Committee (*you will reach Reconciliation Church of God in Christ church office when you call*) or email us at gtnemorialscholarship@gmail.com.

GENO THOMAS MEMORIAL SCHOLARSHIP FUND

ACADEMIC SCHOLARSHIP GUIDELINES AND APPLICATION

Introduction

The Geno Thomas Memorial Scholarship Fund was founded, in part, to “develop the pursuit of the intellect and education in all areas of life by providing scholarships to encourage studies in higher education.” (Article 2 Section 1 of the Articles of Incorporation and Bylaws).

The Geno Thomas Memorial Scholarship Fund gives out (TWO) \$1000 Academic scholarships annually.

General Information

- Applicants do not need to have any affiliation with Reconciliation Church of God in Christ.
- Incomplete or late applications will not be reviewed by the selection committee.
- All applications must have postmarked **no later than April 15th** or must be received via email no later than **April 15th**. All applicants submitting applications via email are still required to mail in official transcripts postmarked no later than **April 15th**.
- Students who apply by the scholarship application deadline will be notified by the beginning of May if awarded a scholarship.

Eligibility Criteria

To be eligible, you must:

- Reside in the state of Virginia and plan to attend a Virginia educational institution.
- Be a current high school senior.
- Have a minimum 2.75 GPA (Be sure to attach a copy of school documentation that contains the most recent cumulative, unweighted GPA. If your school does not provide GPA or uses a scale other than the 4.0 GPA scale, you must include a letter from your high school counselor translating your documented GPA in the 4.0 scale GPA equivalent.)
- Includes most recent official high school transcript. (All honors, AP, IB or other advanced level classes should be indicated in the transcript.)
- List colleges/universities to which applicant is applying.

Additional Guidelines

Scholarship Candidates must complete the following:

- Application Form
- Personal Essay – In 400-500 words please explain **all** the following:
 1. Your personal and professional or vocational goals.
 2. Your interests and activities, including school, community, and personal interests.
 3. The essay should be TYPED using a standard, clear font, like Times New Roman, 12 font size, double-spaced and checked for grammar and spelling.
- An official transcript from your current high school.
- Recommendations – Obtain (2) one-page letters of recommendation on letterhead by an unrelated adult who knows the applicant well (e.g., teacher, guidance counselor, coach, or employer) in addition to (2) completed recommendation checklist forms.

The entire application should be mailed to:

Geno Thomas Memorial Scholarship Fund
Attention: Selection Committee
630 East 16th Street
P.O. Box 24262
Richmond, VA 23224

Or emailed to:

gtnemorialscholarship@gmail.com

- The application forms must be postmarked by April 15th. You will receive an email confirmation after we have received your application. All requested materials must be received with a valid postmark date in order to be considered.
- Candidates who choose to submit their applications via email are still required to mail in their sealed official transcripts by the given deadline. Emailed applications will also need to be received by April 15th. If you have emailed your application, you will receive confirmation. If you do not receive this confirmation, you should contact the Selection Committee as soon as possible.

(Incomplete or late applications will not be reviewed by the selection committee)

Scholarship Awards

- The decision of the Geno Thomas Memorial Scholarship Fund Board of Directors is final.
- Scholarship recipients are asked to attend the scholarship award ceremony later in the year.
- Scholarship awards will be made to the designated institution on behalf of the applicant after we have received proof of enrollment. Proof of enrollment consists of the following:
 1. Copy of letter of acceptance
 2. Copy of bill for tuition and fees.

APPLICATION FOR THE GENO THOMAS MEMORIAL SCHOLARSHIP FUND

Application must be submitted by April 15th.

Academic Year: _____

Student Name: _____

Address: _____

Telephone: _____ Birth Date: _____

Email: _____

Current High School: _____

Expected Graduation Date: _____

Cumulative, unweighted GPA: _____ (NOTE: Be sure to attach a copy of school documentation that contains the most recent cumulative, unweighted GPA. If your school does not provide GPA or uses a scale other than the 4.0 GPA scale, you must include a letter from your high school counselor translating your documented GPA in the 4.0 scale GPA equivalent.)

Ethnicity (optional): *please circle*

African American

Asian American

Indian

Caucasian

Hispanic/Latino

Other: _____

Enter names of colleges to which you are applying and the city and state where they are located:

Planned Field of Study: _____

Anticipated Start Date: _____

(If additional space is required for the information given below, please use a separate sheet of paper).

List school activities in which you have participated and the dates of participation:

List any verifiable volunteer activities in which you have participated and the dates of participation:

List any awards you have received:

Remember to attach the 400-500 word essay (MLA Formatting) to your application prior to sending. Detailed information for the required essay is in the application guidelines.

Your signature represents the information contained in this application is true and correct to the best of your knowledge. Any false or misleading information will automatically disqualify you from consideration and cancel any award given. Your signature also represents permission for the GTMSF to use your name and or visual representation in its publications, press releases and notices to donors, should you receive and accept a scholarship award.

Applicant's Signature

Date