



BLACKS IN GOVERNMENT
Department of Labor Chapter
Scholarship Program
Post Office Box 2223
Washington, DC 20013-2223

2012 SCHOLARSHIP PROGRAM APPLICATION

The Blacks In Government Department of Labor Chapter (BIG-DOL) Scholarship Program is accepting applications from high school students who will be graduating this spring. A complete application package must be submitted to the Scholarship Program committee no later than March 15, 2012. **The package consists of a completed Scholarship Program application form, a written essay, a completed certification of academic standing form, and at least one personal recommendation.**

APPLICATIONS HAND DELIVERED OR POSTMARKED AFTER MARCH 15, 2012 WILL BE INELIGIBLE.

ELIGIBILITY REQUIREMENTS

- Applicant must be graduating from an accredited secondary educational institution
- Applicant must have applied for admission into at least one accredited institution of higher learning for the Fall 2012 school term
- Applicant must have at least a 2.0 cumulative GPA
- Applicant must provide at least one recommendation from an official of current school, community organization, or church; or an employer
- The applicant must reside within a 50 mile radius of Washington, DC (not applicable to those eligible for relative award)
- Applicant and parent/guardian signatures required, if applicant is less than 18 years old

QUALIFYING COMPETITIVE FACTORS

- An essay written on one of the following topics:
 1. My chosen field of study is ...because ...
 2. How my community, church or family has influenced me
 3. Why it is important for me to attend college

Failure to address one of the specified topics disqualifies essay. The essay should be from 350 to 500 words, typed and double-spaced. At end of essay, record "Word Count" and the number of words generated by PC Tools/Word Count. Points will be deducted for less than 350 or more than 500 words. Essay will be rated on content, depth, grammar, organization, and originality.

- Official cumulative GPA on the Certification of Academic Standing Form, including grades for ninth grade through semester ending in January 2012. There is a designated award for a student whose GPA is in the range 2.0000–2.9994
- There is a designated award for a relative (child, grandchild or dependent) of a BIG-DOL member, if applicable
- A **mandatory** personal interview consisting of oral presentation of the applicant's essay and a question/response period. Only finalists, determined by essay and cumulative GPA scores, will have personal interviews

To receive written notification of the status of your application, enclose a self-addressed, stamped envelope.

For additional information contact: Cheryl Sims, Chair at 202-691-7671 or Sims.Cheryl@dol.gov; or Shirley Ashton, Co-Chair at 301-535-1138 or Shirleyashton47@gmail.com; or Lisa Hawkins at 202-691-6920 or Hawkins.Lisa@dol.gov.



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*Scholarship Program
Established in 1992*

Tips for Applications & Other Documents

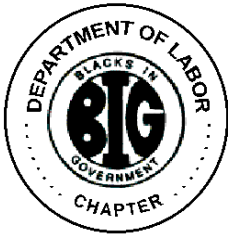
To All Applicants for BIG-DOL Scholarship:

The Scholarship Program Committee hopes you will find these tips useful in completing your BIG-DOL Scholarship Program application package and other documents.

- ⇒ **Read** all instructions and related information thoroughly.
- ⇒ If you have questions, **request clarification** from the contact person(s).
- ⇒ Follow **ALL** instructions to the letter.
- ⇒ **Do not** wait until the “last minute” before the deadline to prepare your application or to request documents needed from others (e.g. certifications, recommendations). Some unexpected event may occur at the “last minute” which will prevent you from completing and mailing your application on time.
- ⇒ When you write an essay, **include the title on the typed paper**. The title need not be the same as the topic. **Use spelling and grammar check and word count** tools on the computer and/or **have someone proofread** your essay.
- ⇒ **Be sure** your name or the specified means of identification is on each page submitted.
- ⇒ Make a **copy** of **each page**. **Submit the original** and **keep the copy for your records**.
- ⇒ Prior to the deadline, **follow-up** with persons providing certifications, recommendations, etc.



- ⇒ **Be sure package is complete!**
- ⇒ Put **enough postage** on packages you are mailing. When you pay for postage, **get a receipt** and **retain it for proof** that you met the mailing deadline.



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Scholarship Program Application Form

(Please type or print legibly)

Applicant's Name	
Applicant's Street Address	
Applicant's City, State and Zip Code	
Applicant's Telephone Number	
Applicant's E-mail Address	
Applicant's Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Applicant's Date of Birth	
Parent's/Guardian's Name	
Are you a child, grandchild or dependent of a BIG-DOL member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, Member's Name	
Member's Work Telephone Number	
Applicant's School (name, city, state)	
Date of Graduation	
Applicant's Cumulative GPA	
Principal's/Counselor's Name	
Principal's/Counselor's Telephone Number	
School, Community, Church, or Organizational Activities:	
Honors, Awards, and Other Achievements:	
Institution to which Applicant Applied for Admission in 2012 (name, city, state)	
Intended Field of Study	

 Applicant's Signature

 Date

 Parent's/Guardian's Signature

Required if applicant less than 18 years old

FOR OFFICIAL USE ONLY

Application Number 2012-____

Eligible: yes no - _____

Essay: Double Spaced: yes no

Word Count _____ Cum GPA _____ GPA Score _____

Complete: yes no - _____

Requested Notification: yes no



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CERTIFICATION OF ACADEMIC STANDING

Student's Name: _____

School Name & Address: _____

Student Identification Number: _____

Please complete the following for the student named above and AFFIX SCHOOL SEAL:

_____ **Is officially enrolled for the 2011 - 2012 academic term**

_____ **Has a Cumulative Grade Point Average of _____**
(Please calculate to FOUR DECIMAL PLACES.)

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

_____ **Other Comments** _____

Signed by: _____
School Counselor/Administrator

Date: _____

Phone: _____

AFFIX SCHOOL SEAL HERE!