

**ITALIAN HERITAGE CENTER**  
**EMPLOYEE SCHOLARSHIP APPLICATION**  
**2019**

**PURPOSE:**

The Italian Heritage Center Scholarship Awards attempt to meet two goals. First, recognizing the value of higher learning, the scholarship itself seeks to encourage the continuing education of our members as well as our employees. Second, the scholarship application process requires all applicants to consider how employment at the IHC has been a benefit to them personally and/or professionally. This year we will be awarding our second \$1500.00 employee scholarship.

**QUALIFICATION REQUIREMENTS:**

- Anyone who has been employed by the IHC either full or part time for at least one year is eligible.
- The applicant must be continuing his/her higher education on a full-time basis (minimum of 12 credit hours) at an accredited institution of higher learning beyond high school.
- Past winners are not eligible to apply.

**SCREENING PROCESS:**

- The chairperson assigns a number to each application and removes all references to the applicant's name and family name. Only the chairperson knows the applicant's identity and the chairperson does not vote.
- A panel of educators review all written applications and score the applications based on established criteria.
- If the panel determines the need for semi-finalists, they are selected based on point total and interviewed by the committee.
- Award winners are selected from the total points earned from the application and interview (if necessary).
- If not selected, applicants are notified in writing.
- Scholarship award winners are notified by phone and invited to the July general membership meeting to be recognized and to read their essays.

**APPLICATION INFORMATION:**

- All materials become the property of the IHC Scholarship Committee and are kept confidential.
- All materials are shredded following the selection of scholarship winners.
- Only applications completed and submitted by the deadline of 5:00 pm, June 1, 2019 will be considered. A member of the committee will be present at the IHC to ensure that applications are not received after the deadline.
- Each applicant must assume responsibility for gathering and submitting all the information required in the application. Applications will not be accepted as complete unless all pages are received. Recommendations can be submitted as an attachment.

# The Italian Heritage Center Employee Scholarship

## Application and Information

### Application Deadline:

The scholarship application and any supplemental documents must be submitted to the IHC by **5:00 PM**, June 1, 2019. Materials received after the deadline will not be considered.

### Application Requirements:

1. Applicant information
2. Academic transcript
- School Recommendation
- Community Recommendation (This should be an IHC member)
- School/community activities
- Work experience
- Essay (with applicant's name on it)
- Special financial circumstances and agreement

**YOUR APPLICATION WILL NOT BE COMPLETE WITHOUT ALL REQUESTED INFORMATION.  
SCHOOL FORMS WILL BE ACCEPTED IN THEIR OWN FORMAT**

---

### Applicant Information

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ FAX \_\_\_\_\_

E-Mail Address \_\_\_\_\_

How long and in what capacity have you been employed by the Italian Heritage Center?

Name of College you will be attending: \_\_\_\_\_

**ALL INFORMATION IS KEPT CONFIDENTIAL.**

**Academic Transcript Release**

Applicant Name \_\_\_\_\_

**Student and parent (if student is under 18) must sign the sections below:**

I (print name of student) \_\_\_\_\_

Give permission for (Name of school) \_\_\_\_\_

to release my academic transcript to the IHC for the purposes of scholarship competition.

Student Signature: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

(if the student is under 18 years old)

**School Official:** Please send a copy of the most recent official school transcript for the above named student and complete the information below. *This transcript should reflect grades through the first semester of the current academic year.*

**Please indicate if not on the Transcript:**

Highest combination of SAT scores: Verbal: \_\_\_\_\_ Math: \_\_\_\_\_

Test dates \_\_\_\_\_

Grade point average as of first semester of current academic year \_\_\_\_\_

Rank in class as of first semester of current academic year: \_\_\_\_\_ of \_\_\_\_\_ (ex. 27 of 157)

Transcripts must be received by **5:00 PM, JUNE 1, 2019**

## School Recommendation

Applicant Name \_\_\_\_\_

School Attending \_\_\_\_\_

Name of person completing recommendation \_\_\_\_\_

Title \_\_\_\_\_

Directions: Please complete the following information regarding the applicant to the best of your knowledge. Your recommendation must be received by **5:00 PM, JUNE 1, 2019** Thank you for your assistance. If you already have a typed recommendation, please attach it.

Please describe the applicant's character and contribution to the school community:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Community Reference**

(This should be a member of the Italian Heritage Center)

Ask someone who knows you and your community contributions well to complete this form on your behalf. Give people plenty of time to write a recommendation. Remember, they are busy, too!

Student's name \_\_\_\_\_ Date \_\_\_\_\_

Name of person providing reference \_\_\_\_\_

Title \_\_\_\_\_

Please explain the applicant's contribution to the community.

**Recommendation must be received by 5:00 PM, June 1, 2019**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**School and Community Activities**

List your most personally significant school and community activities:

Activity/Club/Sport: \_\_\_\_\_

Your Role or Contribution (offices held, special projects, etc.): \_\_\_\_\_

---

Length of Participation: \_\_\_\_\_

Activity/Club/Sport: \_\_\_\_\_

Your Role or Contribution (offices held, special projects, etc.): \_\_\_\_\_

---

Length of Participation: \_\_\_\_\_

Activity/Club/Sport: \_\_\_\_\_

Your Role or Contribution (offices held, special projects, etc.): \_\_\_\_\_

---

Length of Participation: \_\_\_\_\_

Activity/Club/Sport: \_\_\_\_\_

Your Role or Contribution (offices held, special projects, etc.): \_\_\_\_\_

---

Length of Participation: \_\_\_\_\_

Activity/Club/Sport: \_\_\_\_\_

Your Role or Contribution (offices held, special projects, etc.): \_\_\_\_\_

---

Length of Participation: \_\_\_\_\_

**Work Experience**

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Year(s) Active: \_\_\_\_\_

Location:

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Year(s) Active: \_\_\_\_\_

Location:

Employer: \_\_\_\_\_

Job \_\_\_\_\_  
Title: \_\_\_\_\_

Year(s) Active: \_\_\_\_\_

Location:

ATTACH A DOUBLE SPACED TYPED 500 WORD ESSAY ON THE FOLLOWING:

***Please explain how your employment at the IHC has benefited you either personally and/or professionally. Additionally, please state how the IHC scholarship will benefit you.***







Italian Heritage  
Center  
40 Westland Avenue  
Portland, ME 04102

### Special Financial Circumstances

Please describe or explain if there are any special financial circumstances that will make financing your education especially difficult.

### Agreement and certification

I AGREE THAT THIS SCHOLARSHIP WILL BE USED FOR THE SOLE PURPOSE OF MEETING HIGHER EDUCATION EXPENSES. IF CIRCUMSTANCES REQUIRE ME TO CHANGE MY PLANS, I WILL RETURN THE FUNDS TO THE ITALIAN HERITAGE CENTER.

I CERTIFY THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE.

Applicant signature: \_\_\_\_\_ Date \_\_\_\_\_

If applicant is not a member of the IHC, parent or guardian signature is required.