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2017-2018 1st Year Undergraduate Scholarship and Leadership Development Program Application

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All scholarship applications must be **mailed** to Phillips University Legacy Foundation and postmarked no later than Friday, **March 10, 2017:**

Phillips University Legacy Foundation
2615 East Randolph
Enid, OK 73701

For questions, please contact Tamela Harsha at (580) 237-4433 or at scholarships@pulf.org.

2017-2018 1st Year Undergraduate Scholarship and Leadership Development Program Application

Policies and Criteria

The Phillips University Legacy Foundation (Legacy Foundation) is pleased to offer an undergraduate scholarship and leadership development program to students who are pursuing a Baccalaureate Degree and attending a college or university as listed in the current Yearbook & Directory of the Christian Church (Disciples of Christ) - See page 3 of this packet for current list. The purpose of this program is to perpetuate the mission and the legacy of Phillips University by helping educate students who will be future Christian leaders. Phillips University Legacy Foundation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Before proceeding with your application, please read the following information:

1. ***Application*** – A completed application will include:
   - ✓ Completed Application Form
   - ✓ Résumé of Accomplishments (including Leadership Summary Statement)
   - ✓ Signed Essay
   - ✓ Signed *Publicity Release Agreement* Form
   - ✓ Three Personal References
   - ✓ Education Records Required
     - Incoming Freshmen Applicants - Furnish a copy of your Letter of Acceptance of Admission from the college/university to which you will be attending.
     - Applicants with college credits - An official transcript from all institutions attended showing all work completed through the Fall semester of 2016. *****
     - All Applicants - Official transcript(s) from high school. *****
     - All Applicants - ACT/SAT scores sent from your school or the ACT/SAT office(s).***** Some high schools do not send test scores with transcripts, so please check when you request your transcript. If your high school does not, you can request your scores on-line.
       ACT: http://www.actstudent.org/scores/send - Phillips University Legacy Foundation's ACT Code is 6964.
       SAT: http://sat.collegeboard.org/scores/send-sat-scores - Phillips University Legacy Foundation's SAT Code is 7922.

   **** Each official document must be mailed by the school and/or organization to the Legacy Foundation by March 10, 2017.***

   Incomplete applications cannot be considered for scholarships. We cannot notify applicants of what is missing from their applications, but we do encourage you to contact us at any time to make sure your materials have arrived. All of the materials listed above must be mailed to the Phillips University Legacy Foundation office and postmarked by March 10, 2017. We recommend that all application materials be submitted via trackable mail such as the US Postal (certified, priority, and express mail), United Parcel Service (UPS) and Federal Express (FedEx).

Consideration will be given to all information included with the completed application. **We also recommend that all applicants keep a copy of their completed application and all supporting documentation.**

2. ***Reference Forms*** **–** This application package includes three reference forms which are to be downloaded from the Legacy Foundation website separately and can be emailed to your references. ***Form A*** is to be completed by your pastor or a lay church leader. *In the event the applicant is the child or spouse of the pastor, or a pastor is not available, the form should be completed by another minister or a lay Church leader who knows the applicant well.* ***Form B*** is to be completed by a current or former teacher and ***Form C*** is to be completed by another person, not a relative or fellow student, who knows you well. Each reference is to seal the form in an envelope with their signature across the seal and return it to the applicant. Applicant is to submit these forms with the application.

3. ***Scholarship Amount Terms*** **–** The amount of the scholarship will vary depending on student qualifications, ability to follow all instructions in this application, and available funds. Receipt of a scholarship is limited to a maximum period of eight semesters and a maximum amount of $5,000 per year. Recipients of a scholarship will be known as Phillips Legacy Scholars. Scholarship amounts awarded to renewal Scholars are also dependent on their Volunteer Service Project, Leadership Conference attendance and participation, and their ability to meet deadlines throughout the year as outlined by the Legacy Foundation. Therefore, renewal Scholars may be awarded different amounts on a year-to-year basis.

4. ***Enrollment Requirements*** – A scholarship recipient must be enrolled full-time (minimum of 12 hours per semester), pursuing a Baccalaureate Degree and attending a Christian Church (Disciples of Christ) private college/university as listed in the current Yearbook & Directory of the Christian Church (Disciples of Christ). Eligible institutions are as follows:

Barton College	Wilson, NC	www.barton.edu
Bethany College	Bethany, WV	www.bethanywv.edu
Chapman University	Orange, CA	www.chapman.edu
Columbia College	Columbia, MO	www.ccis.edu
Culver-Stockton College	Canton, MO	www.culver.edu
Drake University	Des Moines, IA	www.drake.edu
Drury University	Springfield, MO	www.drury.edu
Eureka College	Eureka, IL	www.eureka.edu
Hiram College	Hiram, OH	www.hiram.edu
Jarvis Christian College	Hawkins, TX	www.jarvis.edu
Lynchburg College	Lynchburg, VA	www.lynchburg.edu
Midway University	Midway, KY	www.midway.edu
Northwest Christian University	Eugene, OR	www.nwcu.edu
Texas Christian University	Fort Worth, TX	www.tcu.edu
Tougaloo College	Tougaloo, MS	www.tougaloo.edu
Transylvania University	Lexington, KY	www.transy.edu
William Woods University	Fulton, MO	www.williamwoods.edu

It is not a requirement that recipients attend a church that is affiliated with the Christian Church (Disciples of Christ).

5. ***GPA Requirements*** – based on a 4.0 scale, are as follows:

   - ✓ First semester 2.5 GPA
   - ✓ Third semester 2.8 cumulative GPA
   - ✓ Fifth semester 3.0 cumulative GPA

   Failure to achieve these requirements may result in the student being ineligible for reapplication.

6. ***Annual Leadership Conference*** – All 2017-2018 Phillips Legacy Scholars will be the guests of the Legacy Foundation at an annual four day Leadership Development Conference from **November 9-12, 2017.** The purpose of each conference is to provide substantive educational, personal and professional development opportunities that will enhance the growth and development of the Scholars' individual and group leadership, and life-building skills. **All Legacy Scholars are required to attend this event.** The only exceptions made regarding attendance are for serious personal illness, death of an immediate family member or study abroad for the Fall semester (Scholar must inform the Legacy Foundation in advance regarding study abroad). The location will be announced before the beginning of the Fall 2017 semester. The Legacy Foundation will pay for transportation, lodging, meals and the conference program costs.

7. ***Volunteer Service Project*** – All 2017-2018 Phillips Legacy Scholars are required to perform a volunteer service project of his/her choosing at a church, hospital, social or community service organization, outreach program of the college/university, or a public/private school. The service project is intended to be of benefit to others and provide the Scholar with opportunities to gain leadership experience. Renewal Scholars are required to perform at least 40 hours of volunteer work in the 2017 calendar year. **First year Scholars are not required to perform a volunteer service project for the 2017 calendar year. First year Scholars will receive additional information on the Volunteer Service Project guidelines and reporting processes at the 2017 Leadership Development Conference.**

8. ***Letter of Acceptance/Transfer Policy*** – Freshmen applicants must submit a Letter of Acceptance from the Christian Church (Disciples of Christ) institution(s) to which you have been accepted. For Sophomore, Junior and Senior applicants, your transcript will indicate your acceptance to that Christian Church (Disciples of Christ) institution in which you are enrolled. Scholarships **will not be transferable** to another institution unless you notify us of your change of plans by July 14, 2017. Transfer approval will be given on a case-by-case basis and the transfer must be to another Christian Church (Disciples of Christ) college/university as listed on page 3.

9. ***Publicity Release*** – Please sign the enclosed *Publicity Release Form*, or if you are under 18 years of age, please have one of your parents/guardians sign it. If you are selected as a Scholar, this form will authorize the use of your photo and name to publicize you as a recipient of the Phillips University Legacy Scholarship and Leadership Development Program.

10. ***Photograph*** **–** By no later than **May 15, 2017**, all Phillips Legacy Scholars are required to submit to the Legacy Foundation one color photograph (head and shoulder shot on a neutral background) that is produced by a professional photographer. The Scholars' photos are featured in promotional publications utilized by the Legacy Foundation to expand the Scholarship and Leadership Development Program, so it is essential that these photographs be professional. Strict photo specifications will be emailed to all approved Scholars.

11. ***Selection Process*** – A committee will select recipients and set scholarship amounts. Phillips Legacy Scholars will be emailed notification of the award decisions no later than **April 10, 2017**.

12. ***Renewable Scholarships*** – Scholarships are ***not*** automatically renewable each year. To be eligible to renew your scholarship, you must:

    - ✓ Submit a professionally produced photograph that conforms to the Legacy Foundation guidelines by the stated deadline.
    - ✓ Attend the Leadership Conference as outlined in Section 6.
    - ✓ Maintain academic standards as listed in Section 5.
    - ✓ Submit a current official college/university transcript by the stated deadline.
    - ✓ Complete all requirements for your Volunteer Service Project by the stated deadlines.
    - ✓ Submit a complete renewal application and related attachments by the stated deadline.

13. ***Scholarship Checks*** – The Legacy Foundation scholarship checks are made payable directly to the Financial Aid Office at your college/university. Each Scholar's Fall semester check will be mailed after we have received his/her *Contact Information* form which provides the Scholar's college/university mailing address, campus phone number, cell phone number and campus email address. All Scholars will receive the form this summer. The scholarship checks will be sent for the Spring semester after we have received applicable Volunteer Service Project form(s) (which are due **January 10, 2018**). The scholarship can be applied to tuition, books, room and board, lab fees and similar educational expenses incurred within the college/ university.

14. ***Application Deadline & Contact Information*** – Any materials postmarked later than March 10, 2017 cannot be considered. We are aware our application process requires considerable time. We appreciate the efforts of the applicants to meet the deadlines and supply the information we need to make scholarship decisions. **Please contact Tamela Harsha at (580) 237-4433 or at scholarships@pulf.org if you have any questions or concerns about the application process.**

Mail completed applications to:

Phillips University Legacy Foundation
2615 East Randolph
Enid, OK 73701

Incomplete applications cannot be considered.

Neither emailed nor faxed materials can be accepted.

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2017-2018 1st Year Undergraduate Scholarship and Leadership Development Program Application

Please utilize the fillable .pdf form. All documents for application must be typed.

I. GENERAL INFORMATION

Applicant's Name _____
Last Name First Name Middle Initial

Applicant's Permanent Mailing Address _____
Street Apartment Number Home Phone

_____
City State Zip Code Cell Phone

Email address(es) _____ SS # _____

Date of Birth _____ Gender: M ☐ F ☐ Marital Status _____

Father, Stepfather, Male Guardian	**Mother, Stepmother, Female Guardian**
Name_____	Name _____
Address_____	Address _____
Home Phone_____	Home Phone_____
Cell Phone_____	Cell Phone_____
Occupation_____	Occupation_____

II. MARKETING INFORMATION

How did you learn about the Legacy Foundation's Undergraduate Scholarship and Leadership Development Program? Please check more than one option below if you learned from multiple sources.

☐ Search Engine
☐ *The Phillips Legacy Column* Email Newsletter
☐ Phillips University web site
☐ Phillips University alum or friend. Name:_____
☐ Current or past Phillips Legacy Scholar or family. Name:_____
☐ Higher Education & Leadership Ministries (HELM) of the Christian Church (DOC)
☐ General Assembly/Regional Assembly
☐ DOC Regional Newsletter
☐ Your church
☐ High School counselor
☐ Campus Minister
☐ Financial Aid Office
☐ Other_____

Applicant's Name: _____

III. EDUCATIONAL INFORMATION

Name of Christian Church (Disciples of Christ) institution to which you have applied or are enrolled for 2017-2018. If you have applied to more than one school, please list on a separate sheet.

_____
College/University of the Christian Church (Disciples of Christ)

_____
Anticipated Major or Undecided

_____
Degree

Classification in college during 2017-2018
(check only one)

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

_____
Expected Date of Graduation

IV. *CHURCH and LOCAL NEWSPAPER INFORMATION

*** It is not a requirement that recipients attend a church that is affiliated with the Christian Church (Disciples of Christ).**

A. Congregation you attend _____

B. Address, City, State & Zip _____

C. Pastor's Name, Phone, Email _____

D. Local Newspaper, Contact Person, Phone Number, and Email

_____

_____

_____

V. RÉSUMÉ - *Attach with application*

Provide a typed résumé that lists your education, achievements, volunteer service projects and activities in your school, church, community as well as in other settings, and your work experience. Use a style that lists the most recent at the top. **Note leadership positions you have held.** Please review the enclosed "Résumé Guide" and "Suggested Résumé Template" before writing your résumé. It is required that you include a brief Leadership Summary Statement.

VI. BRIEF ESSAY - *Attach with application*

Describe your educational goals and career plans and how you envision those goals and plans contributing to your development as a Christian leader. (*This one page essay **MUST** be typed and **signed** legibly*.)

VII. PHILLIPS UNIVERSITY CONNECTION

Do you have a family member who attended or worked at Phillips University? Yes ☐ No ☐
If yes, please fill out this section: Name and relationship of family member having a connection to Phillips University

_____

_____

Alumni ☐ Date(s) Attended _____ Degree_____

Faculty or Staff ☐ Period(s) of employment _____ Position(s) _____

If you have multiple Phillips University connections, please attach a separate sheet.

Applicant's Name: _____

VIII. APPLICATION MAILING CHECKLISTS

To be mailed by March 10, 2017 by applicant in same envelope:

- ☐ Completed typed application
- ☐ Typed Résumé
- ☐ Typed & Signed Essay
- ☐ Publicity Release Agreement
- ☐ Three reference letters in sealed, signed envelopes
- ☐ Incoming Freshman-Letter of Acceptance from College

To be mailed by March 10, 2017 by other parties separately:

- ☐ Official High School Transcript (required of all applicants)
- ☐ Official ACT and/or SAT Test Scores (required of all applicants)
- ☐ Official College Transcript (if applicable)

Incomplete applications cannot be considered.
Neither emailed nor faxed applications can be accepted.

IX. SIGNATURE

I have read and understand the *2017-2018 Application Policies and Criteria* related to the Phillips University Legacy Foundation Scholarship and Leadership Development Program and agree to follow said policies and criteria if I am named a 2017-2018 Legacy Scholar.

_____ _____
Applicant Signature Date

_____ _____
Parent/Legal Guardian must also sign if applicant is under 18 years of age Date

Résumé Guide

These guidelines will acquaint you with our minimal expectations for your résumé. In addition, there are many websites on résumé writing from which you can obtain examples and additional guidance.

Good résumé writing focuses on your strengths and shows your potential. It speaks clearly of your education, experience and related activities. It is about how you contributed to serving the needs of your school, your volunteer activities and other organizations with which you have involvement, how you have solved problems, and the supportive personal characteristics you have brought to these experiences.

Through part-time employment and your volunteer work, you are acquiring experience with interviews, supervisors, management styles, people, and problem solving, as well as providing a valuable service. Evaluate your experiences in these terms, including the overall effectiveness of different environments. There is something to learn from every experience. Be sure to note knowledge and skills you have learned and contributed. Your course work will develop your area of expertise; how effectively you apply yourself to tasks outside the classroom will develop your life skills.

Keep a file of your leadership experiences and activities, with dates, names and contact information of pertinent people. This file will be a valuable resource in writing your résumé. You may not use everything in your file. However, reviewing everything will give you a better understanding of where you have been and will assist you in making meaningful summary statements on your résumé.

Basic Guidelines:

- Keep it short (1 or 2 pages) and make it powerful. You are developing the skills you will use in making career moves in the future.
- Place contact information at the top of the résumé – name, address, home and cell phone numbers and email address.
- Use a chronological style that lists in order by the most recent dates your current education, achievements, volunteer service projects and activities in your school, church, community and in other settings, and your work experience. Include dates for each listed item.
- Your volunteer service project(s) should be emphasized in the body of the résumé. However, be sure you specify all opportunities that relate to leadership and career development. Check your file to be sure that you have included critical points from each opportunity and summarize them effectively.
- Differentiate between your leadership roles and your participation roles.
- Choose your words carefully as sentences gain power with verbs that demonstrate an action. Use action words to describe your accomplishments, like: achieved, arranged, completed, conducted, developed, enabled, improved, led, managed, represented, organized, and trained.
- Proofread and check for accuracy. A résumé should lead the reader to understand and appreciate your fine work and academic accomplishments and it should be very honest and straight forward.

- Please do not use acronyms for names of groups, clubs, honors, events or activities – spell the full name.
- Leadership Summary Statement – This is a very important section. Briefly state your most substantial accomplishment that supports your leadership development and why you selected this event or activity. This is required.
- Overall review – Is your grammar, spelling and syntax correct? Is your writing as clear as possible? If you are unsure in these areas, get another person involved. Edit and polish your résumé until the final draft is without errors.
- Please submit in typed form.

Suggested Résumé Template

Your Name

Street Address
City, State, Zip Code
Phone Number (s)
Email address

Education

College/University Name (if applicable) – City, State
Dates of attendance
GPA
Major
Minor
Related Course Work
High School Name – School City, State
Dates of attendance
GPA

Achievements

List academic, church and community achievements

Volunteer Service Projects

List Volunteer Service Projects you have performed. Be sure to specify all opportunities that relate to leadership and development.

Activities (specify all leadership roles)

List sports, clubs, church, community etc. as well as dates of involvement

Work Experience

Company Name, Dates of Employment, Job Title, description, responsibilities

Skills

List pertinent personal skills here

Miscellaneous

Anything else you feel is important

Leadership Summary Statement (Requirement)

This is a very important section. Briefly state your most substantial accomplishment that supports your leadership development and why you selected this event or activity. This is required.

Publicity Release Agreement

In return for being considered as a possible scholarship or grant recipient, I agree to the use of my name, likeness, and picture by, and such information about me as Phillips University, Inc., Phillips University Legacy Foundation, and/or the Phillips University Alumni and Friends Association ("Phillips") deems appropriate in connection with disclosing scholarship and grant recipients, publicizing scholarships and grants offered or to be offered by Phillips University Legacy Foundation, other informational uses, and promotion materials.

I waive the right to inspect or approve any use of my name, likeness, picture, or other information.

_____

Print Name

_____ _____

Signature Date