

**KANSAS BPW EDUCATIONAL FOUNDATION, INC.**

**INSTRUCTION PACKET FOR  
LOAN AND SCHOLARSHIP APPLICATIONS**

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**All applications are available and reviewed without discrimination on the basis of race, color, national origin, sex, age, or handicap.**

## Types of Scholarships and Criteria

- A. **UNDERGRADUATE SCHOLARSHIP** - available to a college sophomore, junior or senior enrolled in a four-year academic program at an accredited college or university.
- B. **CAREER DEVELOPMENT SCHOLARSHIP** - available to individuals who have a career and want to broaden their education and/or increase their earning abilities.
- C. **CAREER PREPARATORY SCHOLARSHIP** - available to individuals enrolled in either a one- or two-year academic/career/vocational/technical program that will qualify them for immediate employment or transfer to a four-year undergraduate program.
- D. **DR. SHARON WIBER YOUNG CAREERIST SCHOLARSHIP** - available to Young Careerists who have represented their local organization in district/regional/state competition. The scholarship is for subjects that would increase employable skills. **Proof of participation in the Young Careerist Program must accompany the application.**
- E. **ELSIE BORCK HEALTH CARE SCHOLARSHIP** - available to an individual who is at least a college junior. The individual must be preparing to practice in Kansas in one of the health professions.
- F. **DENA NIGUS MEMORIAL SCHOLARSHIP** - available to individuals of junior, senior or graduate standing in college who are preparing to teach special education in Kansas. This scholarship is renewable up to four semesters or two summers only if the recipient maintains a 3.0 or better grade average.
- G. **CAROL NIGUS LEADERSHIP SCHOLARSHIP** - available to an individual who is enrolled in a Kansas school of higher education who has demonstrated an extensive record of public and community service and outstanding leadership potential. **The applicant must provide a written summary of their involvement in community affairs.**
- H. **DR. LEWANN SCHNEIDER INDIVIDUAL DEVELOPMENT SCHOLARSHIP** - a \$500 scholarship available to anyone who has completed the Individual Development course. It may be used to update or continue their career through education, attend a seminar or workshop, or to attend the BPW/KS conferences, state convention, or BPW/USA National convention. **The applicant must provide proof of completion of the ID course.**
- I. **THE MARA CRAWFORD PERSONAL DEVELOPMENT SCHOLARSHIP** is available to a woman who is already in the workforce and has a desire to better herself and her family. The applicant must have graduated from high school more than five (5) years previous to applying for this scholarship. The applicant may be seeking a degree in any field of study and may be attending a four-year, two-year, vocational or technological program. Preference will be given to applicants who demonstrate that they have serious family responsibilities and obligations.
- J. **HALL OF FAME SCHOLARSHIP PROGRAM** – see current listing of available scholarships

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***IMPORTANT: You must be a high school graduate or have received a GED certificate at the time of Application for all scholarships except the Dr. LewAnn Schneider Individual Development scholarship, the Career Preparatory Scholarship and the Career Development Scholarship.***

***The amount of each scholarship, excluding the Dr. LewAnn Schneider Individual Development scholarship, is contingent upon the interest accrued from the Loan and Scholarship funds during the current fiscal year.***

## LOANS AND CRITERIA

Interest free loan or loans (not to exceed a total of \$800 for all combined) may be offered. Repayments of previous loans will determine the number and amount of loans offered by the Board of Directors of the Educational Foundation. To be eligible for a loan, the individual must:

- (1) **be 18 years of age;**
- (2) **be a high school graduate when the application is submitted;**

- (3) **attend a school located in Kansas.** (The Board of Directors of the Educational Foundation may, at their discretion, approve a loan for highly specialized training that cannot be secured in Kansas.)

**Recipients must pay back loans no later than eighteen (18) months after terminating school. The full amount must be paid in five (5) years or less.**

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#### THE PROCESS

1. Each local organization will receive a loan and scholarship packet at state convention. It will contain TWO COPIES of the “Instruction Packet” and TWO COPIES of the application form. The local president keeps one copy of the application form and one copy of the “Instruction Packet” and gives the remaining copies to their local organization scholarship chair or committee. **ADDITIONAL COPIES MAY BE REPRODUCED, OBTAINED FROM THE KANSAS BPW EDUCATIONAL FOUNDATION BOARD OF DIRECTORS, OR THE BPW/KS WEBSITE.**
2. By Mid-September, a letter will be sent to each local organization president reminding them to publicize the availability of loans and scholarships through the Kansas BPW Educational Foundation, Inc. in an attempt to secure applicants.
3. The local organization distributes the applications as requested and informs the applicants that all applications should be returned to the local organization by **DECEMBER 31 OR EARLIER.**
4. A local committee must check the applications to determine if the applicants meet the criteria for the scholarship(s) marked on the cover page of the application. They are to investigate the applicant’s character, scholastic ability, and financial need. After it has been determined that the qualifications have been met, the local committee or a member must present a motion asking the local organization to approve the application(s). The motion must state the name of the applicant(s) and the minutes must show the voting result of the motion. **THESE APPLICATIONS SHOULD BE APPROVED AT THE DECEMBER MEETING AND NO LATER THAN THE JANUARY MEETING AND MAILED TO THE PRESIDENT OF THE KANSAS BPW EDUCATIONAL FOUNDATION BY THE FEBRUARY 1<sup>ST</sup> DEADLINE.**
5. The local organization will complete an application checklist for each application submitted. The checklist must be attached to the **front of the original copy** when mailed to the president of the Kansas BPW Educational Foundation. This checklist will be useful for the local organization and the President of the Foundation when determining if the application is complete.
6. An applicant will submit one application and apply for more than one scholarship or loan by marking the appropriate boxes on the cover page of the application. **The applicant must meet the criteria of the scholarship or loan they have marked and complete all requirements on the application.**
7. A local organization may submit as many qualified applications as the members have approved. The local organization must submit a copy of the minutes to show the stated motion, names of the applicants and voting results of the motion. The local organization president must sign the President’s statement on the bottom of page 2 of each approved application.
8. Applicants may be male or female and of any race or ethnic background.
9. Applicants can win in only one category during the current year, but may apply again the next year.
10. The local organization must make **FIVE (5)** copies of the original application. The **original application and FOUR (4)** copies are to be sent to the president of the Kansas BPW Educational Foundation **POSTMARKED ON OR BEFORE THE DEADLINE OF FEBRUARY 1<sup>ST</sup>**. The local organization keeps one (1) copy of the application for their files.
11. Any applications postmarked after the February 1<sup>st</sup> deadline will be disqualified and will not be considered for loans or scholarships.
12. The Kansas BPW Educational Foundation Board of Directors select the winners from the applications submitted and announces these winners at the BPW/Kansas Spring Board meeting.
13. All applicants, and their respective local organizations, are notified as soon as possible after the selection has been made of their status in the competition by the president of the Board of Directors of the Foundation.

14. The winning applicants should plan to attend the Foundation banquet in conjunction with a BPW/KS function held each year. Their respective local organization is responsible for reserving a meal ticket and providing transportation for them to attend, at the expense of the local organization. **Winners will be expected to make a brief speech.** Reservations for the winners are made by the local organization.
15. Immediately following the annual Foundation election at the BPW/Kansas State Convention, the President of the Foundation will write the recipients and the sponsoring local organizations, introducing the Board of Directors for the new year, giving addresses for each.
16. Local organizations should keep in contact with scholarship and loan recipients and should invite them to join BPW.

**REMINDER: SUBMIT ONLY QUALIFIED APPLICATIONS BY FEBRUARY 1<sup>ST</sup> DEADLINE.**

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### **PROCEDURE FOR RECEIVING SCHOLARSHIPS**

1. The recipient shall confirm enrollment plans with the president or treasurer of the Kansas BPW Educational Foundation, Inc. by August 1<sup>st</sup> or as soon thereafter as possible by having the college/university verify the recipient's enrollment to the president or treasurer.
  2. Upon verification of enrollment, a check will be sent to the recipient or to the financial aid office of the school, at the discretion of the recipient.
  3. The Dena Nigus Memorial Scholarship is the only scholarship that is renewable up to four (4) semesters or two summers, providing the recipient maintains a 3.00 or better grade point average based on a scale of 4.00. Grades must be verified by transcripts each semester. When grades and enrollment have been verified, a check will be payable to the school or the recipients, as requested by the recipient.
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### **PROCEDURE FOR RECEIVING LOANS**

1. The loan recipient will be required to sign a promissory note and furnish a co-signer. The original note will be filed with the treasurer of the Kansas BPW Educational Foundation, Inc. A copy of the note will be placed in the Kansas BPW Educational Foundation files. One copy will be sent to the loan recipient.
2. This is a one-time loan and the check will be made payable to the loan recipient.
3. All loans are interest free and must be paid back no later than eighteen (18) months after the recipient terminates school, or five (5) years after receiving the loan, whichever is sooner.
3. The recipient is required to communicate periodically with the president or treasurer of the Kansas BPW Educational Foundation. The local organization is obligated to keep in touch with the loan recipient and report to the president or treasurer of the Kansas BPW Educational Foundation.
5. The local organization recommending an applicant for a loan is not responsible for repayment of the loan.

Applicant Name: \_\_\_\_\_ Local Organization: \_\_\_\_\_

**APPLICATION CHECKLIST**  
**One copy needed for each separate application**

*Instructions: Please place a checkmark or X in the space next to each item when completed. Remember to attach this checklist to the front of the original copy of each application. A copy does not need to be attached to the copies to be sent to the Foundation. You may want to keep a copy of this checklist for each application in your files.*

\_\_\_\_\_ Applicant is qualified for the scholarship(s) and/or loans that they have applied for

**A. Forms to be Completed by the Applicant: (Application must contain #2-6 to be considered)**

- \_\_\_\_\_ 1. Please type application
- \_\_\_\_\_ 2. Cover of Application (Remember to mark scholarships and loan qualified for)
- \_\_\_\_\_ 3. Resume
- \_\_\_\_\_ 4. Certified copy of all school transcripts
- \_\_\_\_\_ 5. Personal Bio – **No more than three (3) double-spaced typed pages.**
- \_\_\_\_\_ 6. Financial Needs Form

**B. Forms to be Completed by the Local Organization: (must be included to be considered)**

- \_\_\_\_\_ 1. Copy of the local organization minutes showing the approval of the application(s).
- \_\_\_\_\_ 2. President signature on the President's Statement on the bottom of page 2 of the application(s).
- \_\_\_\_\_ 3. A completed application checklist form attached to the front of the original copy.

**C. Application Assembly**

- \_\_\_\_\_ 1. Staple the original pages of the application in this order:  
*Application checklist, Cover page, resume, personal bio, financial needs form, local organization minutes, all school transcripts.*  
**DO NOT** send endorsements, letters of recommendations, etc. as they will not be considered and may count against you. All five (5) copies are to be assembled as the original application.
- \_\_\_\_\_ 2. Be sure the application is complete and all pages are filled out. Applications received with forms out of order and not typed or incomplete will receive lower scores. **NEATNESS COUNTS!**
- \_\_\_\_\_ 3. Send the **original and four (4) copies** to the President of the Kansas BPW Educational Foundation by **February 1<sup>st</sup>**. Any applications postmarked after the February 1<sup>st</sup> deadline will not be considered.
- \_\_\_\_\_ 4. Remember to keep one (1) copy of the application for your local organization's files.
- \_\_\_\_\_ 5. Only one application is needed for each applicant. Check the appropriate boxes on the cover page for all scholarships or loans that the applicant is applying for.

**KANSAS BPW EDUCATIONAL FOUNDATION, INC.  
APPLICATION FOR LOANS AND SCHOLARSHIPS**

APPLICANT'S NAME: \_\_\_\_\_

LOCAL BPW ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Undergraduate Scholarship                               | <input type="checkbox"/> Career Development Scholarship                 |
| <input type="checkbox"/> Dena Nigus Memorial Scholarship                         | <input type="checkbox"/> Career Preparatory Scholarship                 |
| <input type="checkbox"/> Dr Sharon Wiber Young Careerist Scholarship             | <input type="checkbox"/> Elsie Borck Health Care Scholarship            |
| <input type="checkbox"/> Carol Nigus Leadership Scholarship                      | <input type="checkbox"/> Loan   |
| <input type="checkbox"/> Dr. LewAnn Schneider Individual Development Scholarship | <input type="checkbox"/> Mara Crawford Personal Development Scholarship |
| <input type="checkbox"/> Other: _____  |   |

**PLEASE MARK WITH 'X' ALL SCHOLARSHIPS APPLYING FOR**

**PLEASE TYPE**

APPLICANT'S NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

*(if different from above)*

E-MAIL ADDRESS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SSN# \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

MARITAL STATUS: Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Single \_\_\_\_\_

CURRENTLY, ARE YOU CONSIDERED A \_\_\_\_\_ FRESHMAN \_\_\_\_\_ SOPHOMORE  
\_\_\_\_\_ JUNIOR \_\_\_\_\_ SENIOR  
\_\_\_\_\_ GRADUATE STUDENT  
\_\_\_\_\_ OTHER – EXPLAIN \_\_\_\_\_

FIELD OF STUDY: \_\_\_\_\_

DEGREE/CERTIFICATION WORKING TOWARDS: \_\_\_\_\_

PLEASE INDICATE THE NUMBER OF MONTHS/YEARS REMAINING BEFORE YOUR ANTICIPATED GRADUATION: \_\_\_\_\_

1. Are you claimed as a dependent on someone else's income tax return? (Circle one) YES NO

Please explain -

2. If married, please give name, occupation, and address (if different from above) of your spouse.

3. Do you have dependents? YES NO If so, please list names, ages and relationships to you.

4. Have you applied for other financial aid, such as grants, loans, work-study, other scholarships? If so, please list.

5. Are you eligible for benefits such as social security, GI Bill, SSI, War Orphans, etc.? If so, please list and amounts received.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Resume:**

On a separate page, please include the following:

1. Education – (Starting with high school) Schools attended, dates attended, degree received, graduation date, grade point average. Please have copies of transcripts included for all schools attended.
2. Employment experience – Type of work, dates of employment. Please start with current employer.
3. Honors or Awards Received
4. Membership in Organizations

**Personal Bio:**

Typed, double-spaced three (3) pages maximum. Please answer fully the following:

1. Express your career goals, the direction you want to take in the future, your proposed field of study, your reason for selecting this field, the training institutions you plan to attend and why, your circumstances for re-entering school if a factor, and any other relevant information.
2. What makes you uniquely qualified for this scholarship?
3. Any other information that would help us know you.

All applications are available and reviewed without discrimination on the basis of race, color, national origin, sex, age or handicap.

**LOCAL ORGANIZATION PRESIDENT STATEMENT:**

I have checked this application and recommend it to the Kansas BPW Educational Foundation, Inc. for consideration. (Local Organization minutes attached)

President's Signature: \_\_\_\_\_ Club: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Kansas BPW Educational Foundation  
Financial Needs Form**

**This form is to be used with Scholarship/Loan Application**

Please fill out the following information:

Name: \_\_\_\_\_

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

Estimated total cost of post-secondary education: \_\_\_\_\_

(This figure should include all educational costs you expect to incur during the time you are attending a post-secondary school.)

Sources and estimated amounts of income you expect to have to use towards your education:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Percentage of educational expenses you expect to be able to provide through your current sources of income:

\_\_\_\_\_

Other important information regarding your financial status:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant must sign:**

The information provided is true to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

*Attach this form to your Scholarship/Loan Application*