



BASKIN FOUNDATION SCHOLARSHIP 2013-2014 GUIDELINES AND APPLICATION

The Peggy and Jack Baskin Foundation Scholarship seeks out bright, highly motivated, underprivileged women attending Cabrillo, Hartnell or Monterey Peninsula College with a strong potential for making a difference in their community, including women who are re-entering the workforce. The program provides one or more students from each participating college a \$20,000 scholarship over two years. Students must be enrolled in one of these three community colleges and dedicated to enrolling in and completing their junior and senior years of their college education as full-time students at a University of California campus. Award decisions are made by the Board of Directors of the Peggy and Jack Baskin Foundation based on the recommendations of the president of the community college.

Deadline to Submit Application to Community College: March 1, 2013

REQUIREMENTS

Scholarship recipients must be enrolled for at least one full year in one of the following schools: Cabrillo, Hartnell or Monterey Peninsula College. Students must use all scholarship funds within two years of community college graduation. Students must be admitted to and enrolled in a University of California campus to receive funds and must maintain good academic standing—a minimum 2.0 cumulative GPA. Students who fall below a 2.0 cumulative GPA or do not maintain full-time enrollment during their time in the UC system will lose Baskin Foundation scholarship monies. A Quarter/Semester Update of student progress must be given to the Baskin Foundation at the end of each term, including a performance plan if a student's GPA falls below a 3.0. Upon enrollment, the Baskin Foundation will provide the funds directly to the UC campus each relevant semester. The UC will release the funds only after the student has signed and submitted the Eligibility Verification form to the financial aid/scholarship office.

Each of the participating community colleges may nominate up to three students who meet the following scholarship criteria:

- a woman
- a history of outstanding academic and extracurricular success despite socioeconomic hardship
- an intent to give back to her community, in the United States
- a California resident
- a U.S. citizen or eligible noncitizen with an Alien Registration Number
- a current student at Cabrillo, Hartnell or Monterey Peninsula College
- a cumulative GPA of 3.0 or higher
- eligible for financial aid and not currently in default on a Title IV student loan
- eligible for Fall 2013 admission to a UC campus as a new junior-level transfer student
- nominated to The Peggy and Jack Baskin Foundation Scholarship by the president of the respective community college

GUIDELINES FOR THE PARTICIPATING COMMUNITY COLLEGE

After eligible students have submitted their applications, the community college will be responsible for the following:

- The community college president must nominate three women to be considered for this scholarship and provide the Foundation with their complete applications according to the Student Application Instructions attached.
- By March 15 (two weeks after the student application deadline), the community college must provide the Baskin Foundation with the complete applications for the top three candidates. The application must include a copy of the Information Release Form signed by the student and Community College representative so that the Baskin Foundation can obtain relevant information regarding the student's financial aid, grades, transfer records, etc. (Note that the student will sign another copy of this form to give to the UC campus.)
- The community college and/or student will notify the Baskin Foundation of student admittance to and intent to enroll in a UC campus.
- In March, the Baskin Foundation will select one student from each college's nominees as the scholarship recipient. The Baskin Foundation will notify the community college counselor by April 15. The counselor will inform the scholarship recipients of their award.

GUIDELINES FOR THE PARTICIPATING UNIVERSITY OF CALIFORNIA CAMPUS

The University of California Campus will be responsible for the following:

- The UC campus will receive direct payments from the Baskin Foundation before the beginning of each term. The Foundation will include a copy of the student's Scholarship Eligibility Verification Form with the payment.
- Once the funds have been received, the UC campus will send a confirmation letter or email to the Baskin Foundation.
- The UC campus will review the student's status at the time of disbursement. If the student's cumulative GPA falls below 2.0 or if the student does not enroll full-time, the UC will hold funds and immediately inform the Foundation.
- The UC campus' financial aid department will assist the Foundation in ascertaining relevant dates specific to their campus: tuition bill date, availability of final grades, etc., by completing and returning the UC Information Submission Form.

The student will contact the University of California Campus for the following:

- Prior to the student's registering for classes, she will submit a signed Information Release Form so that the Baskin Foundation can obtain relevant information regarding the student's financial aid, grades, transfer records, etc. The UC campus will sign this form and the student will return it to the Foundation.
- Once the student has enrolled, she will request that an official verification of enrollment be sent to the Baskin Foundation.
- The student will submit a brief Quarter/Semester Update to the UC campus for approval and signature. The UC campus will verify the student's academic progress and fund status.

STUDENT APPLICATION INSTRUCTIONS

Please read through this entire document to familiarize yourself with the process and ensure your eligibility before applying.

To complete the application, eligible students must:

- Apply for Fall 2013 admission to one or more UC campuses by filing the UC Application for Undergraduate Admission and Scholarships by the November, 2012 deadline: www.universityofcalifornia.edu/apply.
- By the **March 1** deadline, provide the community college counselor or scholarship coordinator a packet containing the following information:
 - ☐ Complete Scholarship Application Form (see attached)
 - ☐ An official copy of academic transcripts from all colleges attended, including GPA
 - ☐ Two letters of recommendation, one of which must be from an academic instructor
 - ☐ Resume, including work and volunteer history
 - ☐ Personal statement that includes future goals and how the student will give back to her local community in the United States
 - ☐ Information Release Form – Community College (see attached) signed by student and community college representative
- Apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA) by the March 2013 deadline.
- By late March, notify the Foundation of admittance to a University of California campus.

The Baskin Foundation will notify the community college counselor who will inform the scholarship recipients of their award by **April 15**.

RECIPIENT FOLLOW UP INSTRUCTIONS

- Once admitted to a UC campus, the student must sign the Information Release Form – UC Campus (see attached) to allow the Baskin Foundation to obtain relevant information regarding the student's financial aid, grades, transfer records, etc. This form must be submitted to the UC campus representative for signature and mailed to the Baskin Foundation.
- The student must sign and submit the Scholarship Eligibility Verification Form to the UC campus and to the Baskin Foundation.
- Prior to the start of the student's first term at a UC campus, the student must send official enrollment verification to the Baskin Foundation.
- The student will collect information from the UC financial aid department for Quarter/Semester Updates. The student will submit the Quarterly/Semester Update Form for signature by a UC counselor or representative and send the signed form to the Baskin Foundation.
- The student must maintain a minimum 2.0 cumulative GPA.
- If a student's GPA for a given term falls below a 3.0, she must submit a performance plan with the Quarter/Semester Update.
- The student must maintain full-time enrollment for the 2013-2014 and 2014-2015 academic years.
- Failing to meet these requirements will result in a loss of funds.

Timeline

✓ March 1, 2013	Student Application due to community college
✓ March 15	Community college will submit nominees to the Peggy and Jack Baskin Foundation.
✓ March 15-April 1	Community college and/or student will notify the Baskin Foundation of the admittance of the student to the University of California campus.
✓ April 15	The Baskin Foundation will select award recipients and notify the community college counselor who will inform the nominees.
✓ May	Student must sign and submit an Eligibility Verification Form to Baskin Foundation. This form must also be submitted to the UC in September.
✓ August/September	Awardee must mail or email Enrollment Verification to the Baskin Foundation.
✓ August/September	1st half of year one scholarship amount will be submitted to the UC campus once the Eligibility Verification Form has been signed and received by the UC financial aid/scholarship office. Fund release date TBD according to UC schedule.
✓ January, 2014	2nd half of year one scholarship amount will be submitted to the UC campus. Fund release date TBD according to UC schedule.
✓ January 18	Fall quarter update due to the Baskin Foundation.
✓ February 2	Fall semester update due to the Baskin Foundation.
✓ April 12	Winter quarter update due to the Baskin Foundation.
✓ May 31	Spring semester update due to the Baskin Foundation.
✓ June 28	Spring quarter update due to the Baskin Foundation.

Please keep this information sheet for your reference.

SCHOLARSHIP APPLICATION FORM

Please submit the application to the scholarship coordinator at your college by March 1.

Incomplete or late applications will not be accepted.

The Board of the Baskin Foundation may contact you to request additional information.

PERSONAL INFORMATION			
Full Legal Name:			SSN:
Date of birth:	Current Phone:	Permanent Phone:	
Current address:			
City:	State:	ZIP Code:	
Permanent address:			
City:	State:	ZIP Code:	
Email:	Fax:		
Are you a U.S Citizen? YES / NO		If no, are you an eligible noncitizen? YES / NO	
Community college currently attending:			
EMPLOYMENT INFORMATION			
Occupation:			
Current Employer:			Hours per week:
Current monthly income from employment:			
FINANCIAL INFORMATION			
Have you filed the required Free Application for Federal Student Aid (FAFSA)? :			Date Submitted:
Have you applied for any other scholarships/grants for your post-community college education?			
Pending scholarships/grants:	Received scholarships/grants:	Rejected scholarships/grants:	
Projected annual income (applicant):		Annual income (spouse):	
List all other sources and amounts of income, including family assistance:			
EXPENSES AND DEBTS			
List major debts and expenses you will incur per month during the school year.			
Tuition (one year):	Books and supplies:	Room and Board:	
Debt: Amount:	Debt: Amount:	Other: Amount:	
Total expenses per month:			
List dependents you will support during scholarship year, including full name and age:			

SCHOLARSHIP APPLICATION FORM CON'T.

PARENT/GUARDIAN INFORMATION (PLEASE COMPLETE REGARDLESS OF DEPENDENCY)	
Father (or guardian):	
Address:	
Employer:	Position Held:
Annual Income:	Own or rent residence:
Mother (or guardian):	
Address:	
Employer:	Position Held:
Annual Income:	Own or rent residence:
UNIVERSITY INFORMATION	
University you will be attending (anticipated):	
Intended Major:	
ADDITIONAL INFORMATION	
Please attach the following to your application:	
<input type="checkbox"/> An official copy of academic transcripts from all colleges attended, including GPA	
<input type="checkbox"/> Two letters of recommendation, one of which must be from an academic instructor	
<input type="checkbox"/> Resume, including work and volunteer history	
<input type="checkbox"/> Personal statement that includes future goals and how you will give back to your local community in the United States	
SIGNATURES	
I authorize the verification of the information provided on this form.	
Signature of applicant:	Date:

Additional pages may be attached as necessary.

Please review the following attachments:

- **Community College and University Checklists**
- **Student Checklist**
- **Scholarship Eligibility Form**
- **Quarterly/Semester Update Form**
- **Information Release Form – Community College**
- **Information Release Form – UC Campus**



CHECKLIST FOR PARTICIPATING COMMUNITY COLLEGE

STUDENT INFORMATION

Name:

Student ID:

☐ Year 1 ☐ Year 2

COMMUNITY COLLEGE REPRESENTATIVE CHECKLIST

- ☐ Downloaded application and guidelines from www.baskinfoundation.org
- ☐ Signed and returned Signature Page adhering to Baskin Foundation guidelines
- ☐ Received applications by March 1
- ☐ President nominated eligible candidates for the Baskin Foundation
- ☐ Sent three complete applications to the Baskin Foundation by March 15
- ☐ Informed the scholarship recipient of their award after notification from Baskin Foundation
- ☐ Notified Baskin Foundation of student's admittance to UC school
- ☐ Reviewed Baskin Foundation Scholarship requirements and forms with scholarship recipient
- ☐ Obtained signed Information Release Form from student and sent to Baskin Foundation. Please note that this form also requires a signature from a community college representative.
- ☐ Other _____



CHECKLIST FOR PARTICIPATING UNIVERSITY OF CALIFORNIA CAMPUS

STUDENT INFORMATION

Name:

Student ID:

☐ Year 1 ☐ Year 2

UC REPRESENTATIVE CHECKLIST

- | | | |
|--|---|--|
| <input type="checkbox"/> Signed and returned Signature Page adhering to Baskin Foundation guidelines | | |
| <input type="checkbox"/> Completed and submitted UC Information Submission Form to the Baskin Foundation | | |
| <input type="checkbox"/> Confirmed with student that an enrollment verification letter was sent to the Baskin Foundation | | |
| <input type="checkbox"/> Received signed Information Release Form from student and sent to Baskin Foundation (Please note that this form also requires a signature from a UC representative) | | |
| <input type="checkbox"/> Received a signed Eligibility Verification Form with the scholarship check (This form is required before funds may be processed) | | |
| <input type="checkbox"/> Received payment from Foundation: | <input type="checkbox"/> Sent confirmation of receipt of payment to Foundation: | |
| <input type="checkbox"/> Installment 1 | <input type="checkbox"/> Installment 1 | |
| <input type="checkbox"/> Installment 2 | <input type="checkbox"/> Installment 2 | |
| <input type="checkbox"/> Received a Quarter/Semester Update from student: | | |
| <input type="checkbox"/> Fall | <input type="checkbox"/> Winter | <input type="checkbox"/> Spring |
| | <input type="checkbox"/> N/A, semester system | |
| <input type="checkbox"/> Signed by UC representative | <input type="checkbox"/> Signed by UC representative | <input type="checkbox"/> Signed by UC representative |
| | <input type="checkbox"/> N/A, semester system | |
| <input type="checkbox"/> Other _____ | | |



CHECKLIST FOR STUDENTS

APPLICANT CHECKLIST

- ☐ Applied for Fall 2013 admission to one or more UC campuses
- ☐ Complete application packet submitted to community college counselor by March 1
 - ☐ Complete Scholarship Application Form
 - ☐ An official copy of academic transcripts from all colleges attended, including GPA
 - ☐ Two letters of recommendation, one of which must be from an academic instructor
 - ☐ Resume, including work and volunteer history
 - ☐ Personal statement that includes future goals and how you will give back to your local community in the United States
- ☐ Information Release Form for Community College signed and returned

RECIPIENT CHECKLIST

- ☐ Information Release Form for University of California campus signed and returned
- ☐ Eligibility Verification Form signed and submitted to Baskin Foundation and UC Scholarship or Financial Aid Office
- ☐ Enrollment verification letter sent to Baskin Foundation
- ☐ Quarter/Semester Update sent to Baskin Foundation

☐ Fall

☐ Winter
☐ N/A, semester system

☐ Spring

☐ Signed by UC representative

☐ Signed by UC representative
☐ N/A, semester system

☐ Signed by UC representative
- ☐ Maintained a 2.0 cumulative GPA

☐ Fall

☐ Winter
☐ N/A, semester system

☐ Spring
- ☐ Performance plan submitted if term GPA fell below a 3.0

☐ Fall

☐ Winter
☐ N/A, semester system

☐ Spring
- ☐ Other _____



PEGGY AND JACK BASKIN SCHOLARSHIP ELIGIBILITY VERIFICATION FORM

Baskin Foundation Scholarship recipients must maintain their eligibility by enrolling full time each quarter and maintaining a 2.0 cumulative GPA. Please complete all sections of the form below to confirm eligibility.

Name:

Telephone:

Social Security Number:

UC Student ID:

Email Address:

STATEMENT OF FULL TIME ENROLLMENT STATUS:

- ☐ I certify that I will be enrolled in at least 12 units each term for the 2013-2014 and 2014-2015 Academic Years

STATEMENT OF SATISFACTORY ACADEMIC PROGRESS:

- ☐ I understand that I must maintain a 2.0 cumulative GPA.
- ☐ I understand that if my term GPA is below a 3.0 I must submit a performance plan with my Quarter/Semester Update for that term.

I understand that I am responsible for communicating, in written form, any changes of eligibility and benefits to the Financial Aid and Scholarships Office in a timely manner. I certify that all statements and information are true and complete.

Signature: _____

Date: _____

QUARTER/SEMESTER UPDATE FORM

The student will submit an update regarding her current status at the University at the end of each term. Funds for the following term will not be dispersed until the Baskin Foundation has received this form, signed by a UC representative, along with the following information:

☐ **Term and Cumulative GPA**

☐ **Grades and Course Titles**

If funds are required before the official grades can be obtained, please provide a brief summary of the anticipated grades in enrolled courses for the first quarter or semester. Please submit finals grades upon receipt.

☐ **Performance Plan** (if term GPA is below a 3.0)

The student will lose funding if her GPA has fallen below a 2.0 cumulative GPA. However, if the student's grades have fallen below a 3.0 term GPA, the student must submit a plan of how she will improve her academic performance for the following quarter/semester. The plan may include working with a tutor, joining a study group, meeting with professors during office hours, etc.

☐ **Summary of Expenses**

\$_____ Books and Supplies

\$_____ Tuition/Fees

\$_____ Food and Housing

\$_____ Transportation

\$_____ Personal Expenses (as designated in the standard cost of attendance)

\$_____ Refund amount (the student should specify how any refund amount was utilized)

Please include a brief narrative explaining how the scholarship was used for these expenses and how the student is paying for the remaining expenses. Please list whether these costs were paid for by financial aid or other scholarships.

☐ **A copy of the University bill of tuition and related expenses**

Send quarterly update and supplemental materials to:

The Peggy and Jack Baskin Foundation

5214F Diamond Heights Blvd #808

San Francisco, CA 94131

Student Information

Student Name:

Student ID:

College Counselor/Scholarship Coordinator:

Update Period: _____ to _____

UC Contact Signature

UC Contact Title

Date

(Funds will not be dispersed until form has been signed by a University contact.)



INFORMATION RELEASE FORM – COMMUNITY COLLEGE

TO: WHOM IT MAY CONCERN

RE: _____

Name

Social Security No.

Address

Phone No.

City, State, Zip code

Birth date

Community College

Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my community college to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed _____
(Student)

Date Signed _____

Signed _____
(Community College Contact)



INFORMATION RELEASE FORM – UNIVERSITY OF CALIFORNIA

To be completed upon acceptance of enrollment at a UC Campus

TO: WHOM IT MAY CONCERN

RE: _____

Name

Social Security No.

Address

Phone No.

City, State, Zip code

Birth date

UC Campus

Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my University to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed _____
(Student)

Date Signed _____

Signed _____
(UC Campus Contact)