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2012-2013 Renewal Undergraduate Scholarship Application

Table of Contents:

Application Policies and Criteria	2-4
Undergraduate Scholarship Application	5-6
Publicity Release Agreement	7
Resume Guideline/Template	8-9

Questions?

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All scholarship applications must be mailed to the Legacy Foundation office and postmarked no later than **March 10, 2012:**

Phillips University Legacy Foundation
114 E. Broadway Suite 1001
Enid, OK 73701

****** IMPORTANT INSTRUCTIONS ******

The applicant is responsible for saving this document:

*If you begin to enter your information and have to complete it at a later time, you **MUST** save this document to your computer or all information will be lost!*

No fax copies will be accepted.



2012-2013 Renewal Undergraduate Scholarship Application

Policies and Criteria

The Phillips University Legacy Foundation is pleased to offer an undergraduate scholarship 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). The purpose of this program is to perpetuate the mission and legacy of Phillips University by helping educate students who will be future Christian leaders.

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

1. Application – A completed application will include:

- √ Application form
- √ Essay
- √ Resume of accomplishments
- √ Signed Publicity Release Agreement Form
- √ Official college/university transcript(s) showing work completed through the fall semester of 2011. The official transcript(s) must be mailed by the schools to the Legacy Foundation.
- √ 2012 Volunteer Service Project Proposal – due **January 10, 2012**
- √ 2011 Volunteer Service Project Report – due **January 10, 2012** (*if applicable*)

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 Legacy Foundation office and postmarked by no later than March 10, 2012.*** We recommend that all application materials be submitted via a trackable mail or courier service. Trackable mail includes the US Postal Service (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. Scholarship Amount Terms – The amount of the scholarships 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 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.

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

- 4. 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 will make the student ineligible for reapplication.

- 5. Volunteer Service Project** – All 2012-2013 Phillips Legacy Scholars are required to perform a volunteer service project of his/her choice at a church, hospital, social or community service organization, non-profit organization, outreach program of the college/university, or a public/private school. The volunteer project is intended to benefit others and provide the Scholar with opportunities to gain leadership experience. Freshmen, Sophomore and Junior Scholars are required to perform at least 40 hours of volunteer work in the 2013 calendar year, and Senior Scholars are required to perform at least 20 hours in the 2013 Spring semester. All Scholars will receive additional information on the Volunteer Service Project guidelines and reporting processes at the 2012 Leadership Conference.
- 6. Annual Leadership Conference** – All 2012-2013 Phillips Legacy Scholars will be the guests of the Legacy Foundation at an annual four day leadership conference from **November 8-11, 2012**. The location will be announced before the beginning of the fall 2012 semester. The Legacy Foundation will pay for transportation, lodging, meals and the Conference program costs. The purpose of each annual 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 Phillips 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).
- 7. Transcript Provided to the Legacy Foundation/Transfer Policy** – After we receive your transcript directly from your college/university, the Legacy Foundation will assume that you are eligible for continued enrollment. Scholarships will not be transferable to another institution unless you notify us of your change of plans by July 15, 2012. Transfer approval will be given on a case-by-case basis and the transfer must be to another Christian Church (Disciple of Christ) college/university as listed in the current Yearbook & Directory.
- 8. Publicity Release/Photograph** – Please sign the enclosed Publicity Release Form, or if you are too young to legally sign in your state, please have one of your parents sign it. If you are selected as a Scholar, this form will authorize the Legacy Foundation to use your photo and name to publicize you as a recipient of a Phillips Legacy Scholarship.



By no later than **June 15, 2012**, all Phillips Legacy Scholars are required to submit to the Legacy Foundation one color photograph that is produced by a professional photographer. The Scholars' photos are featured in promotional publications utilized by the Legacy Foundation to expand the Scholarship program, so it is essential that these photographs be professional. Strict photo specifications will be emailed to all approved scholars.

- 9. Selection Process** – A committee will select scholarship recipients and set scholarship amounts. Phillips Legacy Scholars will be emailed notification of the award decisions no later than May 15, 2012.
- 10. 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
 - Submit a complete Renewal application and related attachments by the stated deadline
 - Complete all requirements for the Volunteer Service Project by the stated deadlines
 - Submit a current official college/university transcript by the stated deadline
 - Attend the Leadership Conference
 - Maintain academic standards as listed in Section 4.
- 11. Scholarship Checks** – The Legacy Foundation scholarship checks are made payable directly to the Financial Aid Office at your college/university. The check will be sent for the fall semester after we have on file your contact information at the college/university (mail address, campus phone number, cell phone number and campus email address). The check will be sent for the spring semester after we have received all your applicable Volunteer Service Project forms (which are due January 10, 2013). The scholarship can be applied to tuition, books, room and board, lab fees and similar educational expenses incurred within the college/university.
- 12. Application Deadline & Contact Information** – 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 do not hesitate to contact us by phone, mail or email if you have any questions or concerns about the application process.**

Any materials postmarked later than March 10, 2012 cannot be considered.

Incomplete applications cannot be considered.

Faxed materials cannot be accepted.

If you have questions, please contact:

Phillips University Legacy Foundation

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2012-2013 Renewal Undergraduate Scholarship Application

(please complete electronically and print)

I. GENERAL INFORMATION

Applicant's Name _____
Last Name First Name Initial

Applicant's Permanent Mailing Address:

Street: _____ Apartment #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (with area code) _____ Cell Phone: (with area code) _____

Email address: _____ SS #: _____

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

Father, Stepfather, Male Guardian

Name: _____

Address: _____

City _____ State _____ Zip _____

Home Phone: _____

Cell Phone: _____

Occupation: _____

Mother, Stepmother, Female Guardian

Name: _____

Address: _____

City _____ State _____ Zip _____

Home Phone: _____

Cell Phone: _____

Occupation: _____

II. EDUCATIONAL INFORMATION

Name of Christian Church (Disciples of Christ) institution in which you are enrolled for 2012-2013:

(If you have applied to more than one school, please list on a separate sheet)

Classification in college during 2012-2013: (check only one) Sophomore Junior Senior

Anticipated Major or Undecided: _____

Degree: _____ Expected Date of Graduation: _____

III. CHURCH AND LOCAL NEWSPAPER INFORMATION

Congregation where you are a member _____

Address: _____

City: _____ State: _____ Zip: _____

Pastor's Name: _____

Telephone: _____ Email: _____

Local newspaper: _____

Contact person: _____

Telephone: _____ Email: _____

2012-2013 Renewal Undergraduate Scholarship Application

(please complete electronically and print)

IV. RESUME – *Attach with application*

Provide a resume that lists your education, honors and activities in your school, church, community and in other settings, along with your work experience. Utilize a chronological style that lists the most recent at the top. Note positions of leadership you have held. This resume should update the information from your previous application.

Please review the enclosed “Resume Guide” instructions and “Resume Template” (page 8-9) before writing your resume.

V. 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. We anticipate your goals and career plans will change and develop during college. This brief essay should relate those changes. *(This one page essay MUST be typed & signed legibly.)*

VI. APPLICATION MAILING CHECKLISTS

To be mailed by applicant, in same envelope, by March 10, 2012:

- ✓ Completed application
- ✓ Typed Resume
- ✓ Typed & Signed Essay
- ✓ Publicity Release Agreement

To be mailed by schools separately, by March 10, 2012:

- ✓ Official College Transcript(s)

***Incomplete applications cannot be considered.
Faxed applications cannot be accepted.***

VII. SIGNATURE

I have read and understand the 2012-2013 Application Policies and Criteria related to the Phillips University Legacy Foundation Scholarship Program and agree to follow said policies and criteria if I receive this scholarship.

Applicant Signature

Date

Parent/Legal Guardian

Date

All materials must be postmarked no later than March 10, 2012



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Publicity Release Agreement

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

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

Applicant Signature

Date

Parent/Legal Guardian

Date

Resume Guide

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

Good resume writing focuses on your strengths and shows your potential. It must speak 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, and make notes for your file. 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 resume. 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 resume.

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 resume – name, address, home and cell telephone numbers and email address.
- Use a chronological style that lists in order by the most recent dates your current education, honors and activities in your school, church, community and in other settings, and your work experience. Include dates for each listed item. Focus on your highest educational attainment first and include any honors and special recognition you have received at your college/university. Renewal applicants should not reiterate their high school academic achievements and honors.
- Your Volunteer Service Project should be emphasized in the body of the resume. However, be sure you include 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 resume 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 – State briefly your most substantial accomplishment that supports your leadership development and why you selected this event or activity.
- 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 resume until the final draft is without errors.
- The style of your resume is your choice. We are including on the next page a “Resume Template” for you to consider using. It is not a requirement that you submit your résumé on this form, but it is an outline or guide for you to use as appropriate. Please submit in typed form.



2012-2013 Renewal Undergraduate Scholarship

Resume Template

Name

Street Address, City, State Zip
Home Phone Cell Phone Email

EDUCATION

(List High School and University Separately)

Degree Achieved or Expected

Date Degree Expected:

School Name, City, State

- Major:
- Minor:
- GPA:
- Related course work:

HONORS

- Academic (include dates)
- Church
- Community

ACTIVITIES

(Specify Leadership Roles and include dates)

- School
- Church
- Community

WORK EXPERIENCE

(include dates)

-
-
-

MISCELLANEOUS

(include dates)

-
-
-

LEADERSHIP SUMMARY STATEMENT