

Robert Porterfield Graduate Award

Application Checklist

This checklist is supplied to each applicant to insure their eligibility for the award and to insure that all necessary materials are forwarded as requested. Each member of the review committee also receives a copy of this checklist to help insure that all applicants are compliant and all materials are received as required by the award rules and regulations.

Applicant Name: _____

The Porterfield Graduate Award is an award presented to a graduate of an accredited undergraduate college or university within the SETC region attending, or upon entering an accredited graduate program in theatre. (Did the applicant graduate from an SETC region school?)

Is the application complete?

Did the applicant include a personal letter outlining his/her plans and objectives?

Is a complete résumé attached?

Did the student supply three references?

Did the student supply **official** transcripts from all attended colleges/universities?

Was the application posted prior to the application deadline?

The applicant is attending or will soon attend an accredited graduate program and the field of study relates to theatre.

Applicant: Do not write in this box.

The student has fulfilled the above criteria and is eligible to be considered a viable candidate for the Porterfield Graduate Award.

Yes No

Signature of Reviewer

Date

Robert Porterfield Graduate Award

Rules

1. The budget for the award is provided by SETC's Endowment Committee and shall not exceed the amount of funds budgeted by that committee.
2. In order to apply for the Robert Porterfield Graduate Award, the applicant must: (a) have completed undergraduate work at an institution within the SETC region; and (b) be attending or entering an accredited graduate school the fall term following the convention at which the award is announced.
3. Applications and all supporting materials are due no later than **January 15, 2012**.
4. Scholarship application and supporting materials may be submitted by email as PDF attachments only (Adobe Acrobat reader opens PDF attachments). While it would be best to submit all materials as a single, multi-page PDF document, individual items may be submitted separately. Please note, all digital submissions must be in PDF format.
5. Up to three (3) applicants may be selected as finalists on the basis of their materials. Those to be interviewed will be notified no later than February 15th of each year.
6. The selected candidates must be present at the SETC Spring Convention for an interview with the committee. The interview is the final step in selecting the winner of the award.
7. The winner of the Robert Porterfield Graduate Award will be presented at the Saturday Awards Banquet of the convention. The winner must be present to accept the award.
8. Upon suitable notification to the SETC Executive Director that the candidate has entered and/or matriculating as a graduate student in an accredited college/university, the award will be released.
9. The following materials must be provided by each applicant:
 - Completed Application Form
 - Personal letter outlining plans and objectives
 - A complete resume'
 - Three (3) reference letters speaking specifically to the applicant's potential as a graduate student
 - Complete, official transcripts from all colleges/universities attended



**Application
For The
Robert Porterfield Graduate Award**

Full Name _____ Date _____
 Social Security # _____ Date of Birth _____
 Home Address _____ Phone _____
 Present Address _____ Phone _____
 Email (required) _____

I have attended the following Colleges or Universities in the SETC region:

Institution	Inclusive Dates	Degree(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am presently enrolled at _____

I have applied (am applying) to the following graduate school(s) for the upcoming Fall term:

In support of my application I have included (or have requested the transmission of):

- Completed Application Form
- Personal letter outlining plans and objectives
- A complete resume'
- Three (3) reference letters speaking specifically to the applicant's potential as a graduate student
- Complete, official transcripts from all colleges/universities attended
- Any student who applies and does not meet the standards/rules of the award will be disqualified.

By signing below, I understand that I am applying for the Robert Porterfield Graduate Award sponsored by SETC and that I meet the requirements of the award.

Signature _____ Date _____

Send all materials via email to: Patrick Gagliano
patrick.gagliano@newberry.edu