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2012-2013 1st Year Undergraduate Scholarship Application

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Questions?

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All scholarship application forms, including three (3) required reference forms (separate downloads), 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!*

The applicant is responsible for the three (3) Reference documents (separate downloads):

*As part of the application process, you must download the three (3) separate Reference forms (A, B, C); enter your name and address information on each; **SAVE** each of the document(s); and use the Email button to send to the appropriate reference.*

No fax copies will be accepted.



2012-2013 1st Year 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
- √ Three personal references (*separate downloads*)
- √ Incoming Freshmen - Furnish a copy of your letter of Acceptance of Admission from college/university to which you have applied
- √ Official transcript(s) from both high school (required of all applicants) and college (if applicable) showing work completed through the fall semester of 2011. The high school transcript must include ACT and/or SAT scores. The official transcripts must be mailed by the schools to the Legacy Foundation.

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. Reference Forms** – The application package requires (separate downloads) three reference forms: Form A is to be completed by your pastor or a lay church leader, Form B is to be completed by a current teacher and Form C is to be completed by another person, not a relative, who knows you well. These three forms are to be submitted with the application. Each reference form must be enclosed in individual sealed envelopes with the referee's signature across the seal. Please see page 1 for important instructions.
- 3. 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.

- 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	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	

- 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 will make the student ineligible for reapplication.

- 6. 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 be of benefit to others and provide the Scholar with opportunities to gain leadership experience. Freshmen through 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.
- 7. 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).
- 8. Letter of Acceptance/Transfer Policy** – Freshman applicants must submit a letter of acceptance from the Christian Church (Disciples of Christ) institution(s) to which you have applied. For sophomore, junior and senior applicants, your transcript information 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 15, 2012. 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 in section 4.
- 9. 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.

10. 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.

11. 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 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 5.

12. Scholarship Checks – The Legacy Foundation scholarship checks are made payable directly to the Financial Aid Office at the college/university. Each Scholar's fall semester check will be mailed after we have received his/her contact information at the college/university (mailing address, campus phone number, cell phone number and campus email address). The check will be sent for the spring semester after we have received the scholar's 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.

13. 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 1st Year 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. MARKETING INFORMATION

How did you learn about the Legacy Foundation's Undergraduate Scholarship Program? Please check all that apply.

- The Phillips Connection – Phillips University Alumni and Friends Association Newsletter
- 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: _____



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III. EDUCATIONAL INFORMATION

Name of Christian Church (Disciples of Christ) institution to which you have applied or 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)* Freshman Sophomore Junior Senior

Anticipated Major or Undecided: _____

Degree: _____ Expected Date of Graduation: _____

IV. 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: _____

V. RESUME – Attach with application

Provide a resume that lists your education, honors and activities in your school, church, community and in other settings, and your work experience. Utilize a chronological style that lists the most recent at the top. Note positions of leadership you have held. Please review “Resume Guide” instructions and “Resume Template” (pg 9-10) before writing your resume.

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(s): _____

Faculty or Staff _____ Period(s) of employment _____

Position(s): _____

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

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(please complete electronically and print)

VIII. 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
- ✓ Three reference letters in sealed, signed envelopes
- ✓ Incoming Freshman-Letter of Acceptance from College/University

To be mailed by school(s) separately, by March 10, 2012:

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

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

IX. 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.

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. If you have attended a college/university, list your highest educational attainment and include any honors and special recognition you have received at your college/university.
- Be sure to include all examples that relate to leadership and career development. Differentiate between your leadership roles and your participation roles. Use active verbs to describe your accomplishments.
- 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 – At the end of the resume, briefly state your most substantial accomplishment that supports your leadership development and why you selected this event or activity.
- 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 resume on this form, but it is an outline or guide for you to use as appropriate. Please submit in typed form.



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