



Instructions and Checklist for New and Continuing Scholarships

Every year, the Emery Ed Fund awards different types of need-based Academic Scholarships to Emery Secondary School students who wish to attend vocational schools or college. After receiving a scholarship, students can renew it each academic year that they are enrolled full-time in school. Scholarships may be used for tuition, fees, books, or other college-related expenses such as room and board.

Instructions for All Applicants

1. Complete the Scholarship Application. If you have previously received an Emery Ed Fund Scholarship, **also** fill out Page 5 (Continuing Scholarship Request).
2. Attach a 1-2 page (no more than 500 words), typed and doubled spaced essay, choosing option A **or** B. If you are applying for a scholarship for the first time, you may select Option A, B **or** C.
 - A. Tell us a little bit about yourself: your background and experiences, your plans for the future, and how a scholarship would help you to achieve these goals. If you are already in college, also use the essay to tell us about your college experience to date and describe how you used or will use previous or continuing scholarships.
 - B. How have you demonstrated your leadership to your school and community?
 - C. If you are a first time applicant **only**, you may submit the essay/personal statement used for your college application in place of this essay.
 - D. Continuing students: How has the scholarship helped you in college?
3. Attach at least one letter of recommendation. Letters may be from teachers, counselors, supervisors, church leaders, coaches or other adults (besides family members) that know you well. You may submit letters that you have used for other college or scholarship applications.
4. Attach an **official** transcript or have the school you are attending provide a copy of your transcript to the address below.
5. Submit financial information. Acceptable documents are a copy of the Student Aid Report (SAR) from your completed FAFSA application (<http://www.fafsa.ed.gov/>) **or** a copy of your parent or guardian's 2011 Income Tax return.
6. Please submit your completed application to the Emery Ed Fund by **Friday, April 13, 2012** (4727 San Pablo Avenue, in the Research and Development Office behind the district office) **or** mail completed application to:
Emery Ed Fund
Attention: Scholarship Committee
P.O. Box 8926
Emeryville, CA 94662

(OVER)

7. After you have received notification of an award, we will provide you with further instructions about how to submit your enrollment information. Please keep in mind that funds are provided for the fall of 2012 once proof of registration is provided to the fund's offices, and a signed academic grant agreement is on file.

Checklist

Did you remember...?

- Complete the Emery Ed Fund Scholarship Application
- If you have already received an Emery Ed Fund Scholarship, **also** fill out Page 5 (Continuing Scholarship Request)
- Attach your essay
- Attach at least one letter of recommendation
- Attach a copy of your transcript or have your college send one to us at the address above
- Attach your financial information (FAFSA Student Aid Report or tax return)
- Bring or mail your completed application to the Emery Ed Fund office by **Friday, April 13, 2012.**

Award Process

All applications are reviewed and the appropriate recommendations are made for each candidate. Each recipient will receive an official communication in June/July with instructions for submitting proof of admittance/enrollment.

Other Information

All interested candidates and award recipients are encouraged to keep in touch with the Emery Ed Fund from time to time, as there may be changes in the requirements and procedures. Recipients of the awards are also expected to update the Emery Ed Fund with any change in enrollment status as this has a direct bearing on the award received.

All written communication must be addressed to:

Emery Ed Fund
Attention: Scholarship Committee
P.O. Box 8926
Emeryville, CA 94662

Questions?

If you have any questions regarding the completion of the Emery Ed Fund Scholarship Application, please contact Mr. C. Phillip Powell, Interim Executive Director of the Emery Ed Fund at phillip.powell@emeryed.org or 510-601-4911.