

# Janice M. Scott Memorial Scholarship Fund (JMSMSF)

## Criteria Sheet

### I. Qualification/Eligibility

- a. US citizen or permanent resident of US
- b. GPA of 3.0 (out of a 4.0 scale)/equivalent or higher
- c. High school senior who will matriculate full-time at a fully accredited four-year college or university within the fifty states or the District of Columbia
- d. Have demonstrated leadership abilities through participating in community services or other extra-curricular activities
- e. Combined adjusted income of the parent (s) can't exceed \$50,000

### II. Required Documents

- a. **Application** – Each applicant must submit a complete and timely application. An application will be considered incomplete and will not be processed if all instructions have not been followed or the material presented is insufficient to permit an adequate review. Do not send corrected or supplemental material after the deadline date. Applications must be typed or completed with a black/blue writing ink pen. The JMSMSF staff will not accept any applications filled out in pencil or a red writing ink pen. Application and other required documents in the packet should be neat and easy to read. All documents in the packet should be impeccable in terms of appearance and legibility. **Application packets must be mailed so they are received or post-marked on/or before the deadline date of March 31<sup>st</sup>.** Application packets should be mailed to:

Janice M. Scott Memorial Scholarship Fund  
Post Office Box 1023  
Springfield, VA 22151

- b. Official Transcript** – An official copy of the applicant’s high school transcript provided by the high school staff in a sealed envelope must be included in the scholarship application packet. Submission of an application along with the required documents for this scholarship constitutes your authorization for the JMSMSF Scholarship Selection Committee to review your academic record.
- c. Financial Document** – The submission packet must include a copy of the parent’s Federal income tax return (front back copies only of the IRS Form 1040 (Long Form) or the IRS Form 1040 EZ Form (Short Form)). The financial document must include the Federal income tax return of the year in which the scholarship application packets are due or the previous tax year. For example, the financial document should include the Federal tax return for tax year 2018 or 2019 for scholarship application packets due in 2019. The scholarship fund cannot accept the Student Aid Report from the Department of Education and the Free Application for Federal Student Aid or FAFSA document as financial documents because they no longer contain the necessary information to complete the review process.
- d. High School Senior Picture**-\_Submit a senior picture or a picture taken from above the waste-line. The picture must be in color. It must be an original or printed on official photo paper. Do not submit a picture taken at an angle. Applicants are required to print their full names on the back of their pictures.
- e. Essay**. Each applicant must provide a 500-1,000 word essay on the subject: “Describing his or her planned undergraduate study and how he or she plans to apply it upon graduation” or “Identify and describe your role-model and how he or she has influenced your life”. The role model can’t be your mother or father. Essay technical requirements: double space, 11 point font size/one inch margin on all sides, submit original only, submit in English, and certify authorship/originality at the end of the essay. Applicants must

certify authenticity of his or her writing at the end of the essay by affixing the below statement and then signing below it:

I certify that I personally wrote this essay

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Signature

- f. **Application Submission Instructions:** Do not staple any documents in the submission packets. White-out or line-through with only a black/blue writing ink-pen any sensitive information such as social security numbers on any documents in the application submission packet.