



THE GEORGIA McHUGH SCHOLARSHIP (Application Guidelines)

I. Purpose

Soroptimist International of San Francisco has established a scholarship to provide financial assistance to San Francisco high school students planning to attend an accredited four-year California college or university.

II. Amount of Scholarship

One or two \$5,000.00 one-year scholarships will be awarded. The scholarship will be payable subject to the student maintaining a 2.75 grade point average.

III. Eligibility Criteria

Candidates for the scholarship must meet the following requirements:

- A. Currently a high school Senior enrolled in a San Francisco accredited high school.
- B. Have a financial need for educational expenses.
- C. Be a resident of the City and County of San Francisco.
- D. Have enrolled in or will be enrolled in an accredited four-year California college or university as a full-time student.

IV. Application Procedures

A. **Due date:** To apply for this award, the cover sheet, application and attachments must be submitted by email or postmarked by February 15¹ to:

The Georgia McHugh Scholarship
c/o Soroptimist International of San Francisco
236 West Portal Ave., PBN 352
San Francisco, CA 94127-1423

Or Email: sisf-board@sfsoroptimist.org

¹ If Feb 15 falls on a Holiday or a Sunday, the postmarked/submission due date is the next business day when the post office will be open, (example: if Feb 15 is a Sunday and Feb 16 is a Holiday, then applications must be postmarked by Feb 17).

B. Application Materials to be submitted:

1. Completed and signed Application Cover Sheet,
2. A completed application form,
3. An official school transcript,
4. Student Aid Report from FAFSA or College Scholarship Service (complete copy, a confirmation sheet is not sufficient)
5. 250-word essay describing a role model in your life,
6. One letter of recommendation from each of the following:
 - a. School principal or counselor or teacher,
 - b. Community member, and
 - c. One of your choice (non-family member)
7. OPTIONAL: Any other information that would assist the Selection Committee in understanding the applicant's ability to complete his/her program of study

V. Judging of Applications

Judging of applications will be based on:

1. 40% financial need
2. 30% academic scores
3. 30% participation in school and community activities

(Consideration will be given to those students who have other commitments preventing them from taking part in school and community activities, such as work or family responsibilities).

VI. Scholarship Payment Schedule

The scholarship grant will be paid directly to the winner's college/university as follows:

- A. A portion of the year's payment will be made upon receipt of proof of acceptance and enrollment in an accredited four-year California college or university as follows:
 1. Semester system: 50%
 2. Quarter system: 33-1/3%
- B. Balance or 2nd installment of the year's payment will be made
 1. upon proof of completion of the first Fall semester/quarter of study, and
 2. proof that a 2.75 grade point average (GPA) has been maintained during the first semester/quarter of study, and
 3. proof of enrollment in the immediate next Spring semester/Winter quarter.
- C. For schools with Quarter system, the balance will be made
 1. upon proof of completion of the 2nd Winter quarter of study, and
 2. proof that a 2.75 grade point average (GPA) has been maintained during the 2nd quarter of study, and
 3. proof of enrollment in the immediate next Spring quarter

VII. Forfeiture of Scholarship

- A. Failure to maintain a grade point average of 2.75 will result in forfeiture of the balance of the scholarship.
- B. It is incumbent on the scholarship recipient to provide grades and proof of enrollment for the next term to Soroptimist International of San Francisco **within 60 days of the end of the completed term or the remainder of the scholarship will be forfeited.**
- C. If for some reason beyond the student's control, the recipient cannot provide the required grades and/or proof of enrollment for the next term as required in the previous paragraph, the student must contact Soroptimist International of San Francisco in writing **within 60 days of the end of the completed term to explain the reason(s) for the delay or the remainder of the scholarship will be forfeited.**

THERE WILL BE NO EXCEPTION TO THESE REQUIREMENTS.

VIII. Notification Date

- A. Completed applications must be submitted by email or postmarked no later than February 15.²
- B. Receipt of all applications will be acknowledged and the winner(s) will be notified on or around March 16.
- C. **The winner(s) must be able to attend the Soroptimist International of San Francisco's Anniversary & Awards Dinner to receive the scholarship.** The dinner is set for an evening in March before the Spring Break scheduled by the San Francisco Unified School District.

Soroptimist International of San Francisco thanks you for your interest in the Georgia McHugh Scholarship.

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THE GEORGIA McHUGH SCHOLARSHIP

APPLICATION COVER SHEET

(Attach to Application Form)

The following required items are attached:

1. A completed application form,
2. Official school transcript,
3. Student Aid Report from FAFSA or College Scholarship Service, (complete copy, a confirmation sheet is not sufficient) ,
4. 250-word essay describing a role model in your life,
5. Three letters of recommendation from each of the following:
 School principal or counselor or teacher,
 Community member, and
 One of your choice (non-family member)
6. OPTIONAL: Any other information that would assist the Selection Committee in understanding the applicant's ability to complete his/her program of study.

I understand that **all** required information must be submitted or postmarked by February 15³.

I am aware that if **all** of the above required documents are not submitted and/or postmarked to the Soroptimist International of San Francisco by February 15, my application **will not be considered.**

Signature _____

Date _____

Print Name _____

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(All information will be kept confidential)

TYPE OR PRINT CLEARLY

NAME OF APPLICANT _____

ADDRESS _____

EMAIL ADDRESS _____

DATE OF BIRTH _____ **PHONE** _____

SOCIAL SECURITY NUMBER *(required)* _____

HIGH SCHOOL CURRENTLY ATTENDING _____

DATE OF GRADUATION _____

SCORES: SAT I: VERBAL _____ **MATH** _____ **ACT** _____

WHAT ARE YOUR FIRST TWO CALIFORNIA COLLEGE/UNIVERSITY CHOICES:

WHAT, IF ANY, FAMILY COMMITMENTS DO YOU HAVE? _____

WHAT OTHER SCHOLARSHIPS HAVE YOU APPLIED FOR? _____

PAID WORK EXPERIENCE

(If any)

Company & Location

Hours per Month

Dates Worked

SCHOOL ACTIVITIES AND VOLUNTEER EXPERIENCE

(If any)

Organization

Duties & Responsibilities

Hours per Month

Dates Worked

I certify that the information on this application is true and correct to the best of my knowledge.

Signature of Student

Date
