COMMUNITY FOUNDATION
Capital Region Community Foundation

Richard and Lorayne Otto Scholarship - Instructions and Sample Application

This is a SAMPLE application for your review only - please do not submit this form. All applicants must use our GOapply grant portal. Learn more **HERE**. ***Questions?*** Contact Emily Sabourin, Scholarship Coordinator at esabourin@ourcommunity.org or 517-664-9851.

Applicants will be scored on the following criteria:

- Academic Achievements and GPA
- Participation in extracurricular activities and community service, employment, clubs, youth groups, sports, etc.
- Two recent and relevant letters of recommendation from non-family members.
- Quality and effort demonstrated in the answers. Make sure you pay attention to the character limits, spell check your work and have someone else proofread! The use of Artificial Intelligence tools is prohibited and will cause a significant loss of points.
- To a lesser extent, financial need and extenuating life circumstances will be considered.

1. Applicant Information – we will ask you for the following information:

- Student name, home address, personal phone number and email address (not a high school email)
- Name of the parent or guardian who works for Auto-Owners, their job title, the city and state of their Auto Owners office location, and their work email address.
- Extenuating Financial Circumstances: If applicable, describe any extenuating financial circumstances in your home or family that might affect your family's ability to pay for your education. For example: you live in a single-parent home, you have a physical or mental limitation, or there are multiple siblings in college, or parents with extreme medical expenses, etc. Financial need is not a primary factor in awarding this scholarship, but it is helpful for our selection committee to better understand your unique situation. (1000 characters max including spaces)

2. Education:

- Name of your high school, most recent cumulative unweighted grade point average on 4-point scale as shown on most recent transcript. We also ask for SAT and/or ACT score.
- Name of the college or institution you hope to attend, the status of your enrollment (exploring, applied, accepted, enrolled, etc.) and what field do you hope to study.
- Describe some of the academic achievements during high school that you are most proud of: (800 characters max, including spaces).
- Details about any AP classes, dual-enrollment and/or early college.
- Provide your most recent high school transcript. An unofficial transcript is acceptable as long as it displays the name of the school and the student. This will be used for verifying your GPA only and will not be shared with anyone but the staff person collecting applications. Please do not give us a link, please upload an actual file.

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3. Activities

We would like to understand your level of involvement in activities outside of class time and homework/study during your high school years. The founders of this scholarship are especially interested in supporting students that have a well-rounded involvement in their school and community. This could include school clubs, sports, music and other student groups. It could also include community involvement such as volunteering, faith-based activities, mentoring, etc. It could also include employment experience.

For the next three questions, please describe how you have generally spent your time outside of school hours since 9th grade. Include how many years for each activity, and if you have held any leadership positions in these activities. Use N/A if not applicable. Each question has a limit of 800 characters including spaces.

- Tell us about your **Extra-Curricular Activities** since 9th grade.
- Tell us about your **Employment and Other Paid Jobs** since 9th grade
- Tell us about your **Volunteer/Community Involvement** since 9th grade

4. About You

The following narrative question should be between 1500-2500 characters including spaces. It should reflect your honest opinions and ideas and should demonstrate a solid knowledge of grammar and punctuation. ***You will lose significant points*** *if you use Artificial Intelligence tools, if you do not adhere to the character count requirements; if you do not address these questions specifically, or if the answer does not show a decent amount of effort.*

Please write a short narrative for the three questions below, in your own words, without the use of A-I tools.

- Please describe an obstacle or difficulty that you have experienced in your life, and how you have managed or overcome it?
- Describe your career goals and what makes you want to pursue this line of work. Even if you are not 100% sure of your career goals, please describe what you are interested in doing with your education and your future. Did your obstacles contribute to your future goals in some way?
- Please describe some ways that you want to make your community better as an adult, by using your education, talents, skills and passions. For example, what do you wish were different about your community right now, and how do you think you might try to address this problem?

5. Two Recommendation Letters: Provide two letters of recommendation from non-family members (teacher, coach, pastor, mentor, etc.) The letters should be dated within the past two years. The letters should address why you are a good candidate for this scholarship and why you will succeed in college and beyond.

6. Signature – you will be asked to confirm this statement: "My signature below verifies that I, the student, personally completed this application. The answers contained in the application are accurate and true to the best of my knowledge. I understand that falsification of information will result in termination of any scholarship granted. If awarded this scholarship, I agree to the use of my name and likeness for sharing with the scholarship committee and the scholarship donors."

SAMPLE