



2018 National Auxiliary General Scholarship Rules

1. The Auxiliary shall give scholarship awards as funds are available to those who desire to further their education.
2. Applicant must be a member of the senior class in high school or currently enrolled in an undergraduate full-time college program (or the equivalent of 12 or more credit hours) OR Applicant must be attending a vo-tech plumbing- or HVAC-specific training program (industry related) and not applying for a Bradford White Scholarship which requires a different application form.
3. No person may receive more than one award from PHCC National Auxiliary during his or her academic career and there cannot be more than two awards per family per year. A permanent list of the recipients will be kept in the scholarship files.
4. There is a special scholarship, The Ginny Award, for a person with average grades and going into the nursing field. If you would like to apply for this, print Ginny Award on top of the Scholarship application. If the applicant is not selected for this Award, the same application will be added to the general scholarship pool.
5. There is a special scholarship, The Fran Williams Award, for a person entering the medical field. If you would like to apply for this, print Williams award on top of the Scholarship application. If the applicant is not selected for this Award, the same application will be added to the general scholarship pool.
6. Applicant must write a letter including the following personal data: family size, need of scholarship monies, plans for future career, and plans for future education. Include knowledge of and/or working experience within the plumbing, heating or cooling industry, if applicable.
7. High school applicant must include a letter of recommendation from their principal or authorized member of the high school staff on school letterhead. A complete 7 or 8 semester official transcript with cumulative GPA and college entrance exam scores. It is advised you check with the Scholarship Chair to determine these have been received prior to the deadline. If this information is coming directly from the school to the chair, please note this on the application as well.
8. College applicant must include a letter of recommendation from their Dean of the College, Department Head or Advisor on school letterhead. An official transcript with cumulative GPA. It is advised you check with the Scholarship Chair to determine these have been received prior to the deadline. If this information is coming directly from the school to the chair, please note this on the application as well. If you are presently a college freshman preparing to enter your sophomore year, you must also include a high school official transcript with cumulative GPA and college entrance exam scores.
9. Applicant must enclose a complete activity form using the sample copy as a guideline as a format

10. Applicant must enclose a letter written by the sponsoring Auxiliary Member signing his/her application. The sponsoring Auxiliary member must be a paid member of the PHCC National Auxiliary for a period of two years (including current year). This person must know the applicant personally and attest to the applicant's character and other pertinent information. The sponsor may be a relative, excluding parents, guardian or spouse. No member may sponsor more than two applicants per year, including all Auxiliary scholarships.
11. Scholarships are awarded at the National Convention and must be accepted and used for the current fall or upcoming spring semester and within five months of convention unless written permission for an extension is obtained from the Treasurer and Scholarship Chair. The winner shall be notified in writing and will then forward the requested information (ex: proof of enrollment) by the required deadline to the PHCC Auxiliary Treasurer, who will then send a check, made payable to the educational facility. Failure to abide by the above rules will cause the scholarship to be refunded to the PHCC National Auxiliary.
12. IT IS THE RESPONSIBILITY OF THE APPLICANT TO FOLLOW ALL RULES COMPLETELY. INCOMPLETE APPLICATIONS ARE NOT ACCEPTABLE, SO BE SURE TO PROVIDE ALL APPLICABLE INFORMATION. All applicants have the option to go to our website, www.phccweb.org, click on the auxiliary icon, then "Scholarships Awards & Grants" to download a copy of the application.
13. Please make sure the application has personal, sponsor, and parent signatures prior to submission. These signatures are required. An emailed letter of recommendation from a PHCC Auxiliary sponsor is acceptable as long as the required signature is on the application. The entire application is preferred in paper form.
14. The original plus two (2) copies of all application materials are required. Applications must include one photograph with name on a sticky note on the back or lightly written (wallet size preferred).
15. The following grading factors will be used:
 - Ability (grades, work performance and GPA).
 - Need (includes physical, emotional, and financial).
 - Social Responsibility (community, civic and work activities).
 - Social Responsibility (student activities)
 - Legacy in the Plumbing-Heating-Cooling industry.
16. The Scholarship Committee shall have the final decision in awarding scholarships.
17. **NO APPLICATION WILL BE ACCEPTED AFTER JUNE 15, 2018 POSTMARK.** There are NO exceptions. It is the applicant's responsibility to contact the scholarship chair by email to ascertain that all application materials have been received in a timely manner.
18. Please do not send any mail that will require a signature upon receipt.
19. The scholarship check may not be made payable to any individual. It can only be made payable to the institution listed on the original application. No substitutions on institutions can be permitted without prior consent of the Scholarship Committee at least 30 days prior to the National Convention.

Send applications and completed forms to:

Cheryl Rolwes, Scholarship Committee Chair, 245 Dardenne Farms Dr., St. Charles, MO 63304 Email: cherylrolwes@gmail.com Cell: 314-581-1012 Work 636-332-8220

2018 National Auxiliary Scholarship Application

Date: _____

Name in full _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Number: _____ Cell Number: _____

Email Address: _____

Parent or Guardian's Name in Full: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Number: _____ Cell Number: _____

Email Address: _____

School Name and Address Where Check Should Be Sent

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Attn: _____ (This should be what department you want the check sent to for Financial Aid/Scholarships)

Student ID: _____

Name of Sponsoring PHCC National Auxiliary Member

Must be Auxiliary member for 2 years who is **NOT** a Parent, Guardian or Spouse

Name in Full: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Number: _____ Email: _____

Signature of Sponsoring Member of the PHCC - National Auxiliary

Signature: _____ State: _____ Date: _____

Career Plans

What career do you intend to follow? _____

What school do you plan to attend? _____

School Address in full: _____

City: _____ State: _____ Zip Code: _____

Date of enrollment: _____

Scholastic Data

High School Attended or Attending: _____

Year of Graduation: _____ Rank/Number in class: _____ Cum. GPA: _____

Principal's Name: _____ SAT or ACT Test Score _____

College if currently attending college: _____

Dean or Advisor's Name: _____ Cum. GPA Score _____

By signing this form you give us the right to use your photograph in the announcement of the winners. I hereby certify that the above is true and accurate

Applicant's Signature: _____ Date: _____

Parent, Guardian or Spouse Signature: _____

Application Checklist

(to be completed and returned with application)

- _____ Completed original application plus two copies
- _____ Sponsor signature on application
- _____ Parent signature on application
- _____ Applicant letter with all personal information requested
- _____ Completed activity form
- _____ Sponsor letter attesting to knowing the applicant personally, attesting to character and other pertinent information included _____ or emailed ____ or mailed _____ separately.
- _____ Official Transcript, cumulative GPA and college entrance exam scores included _____ or mailed separately _____.
- _____ Recommendation letter from high school principal/staff or college dean/advisor
- _____ One photograph with applicant name on back
- _____ Completed checklist.

(Sample) Activity Sheet

Please use the following general format in completing your personal Activity Sheet.

I. School

- A. High School
 - 1. Debate Team - 3,4
 - 2. Basketball Team - 1, 2, 3, 4 Country All-Star Senior Year
 - 3. Beta Club - 3, 4 President Senior Year
- B. College
 - 1. Dorm Floor Advisor - 3 semesters
 - 2. Intramural Basketball - 1, 2
 - 3. Freshman Orientation Leader - Fall of 20XX

II. Community

- A. Club Swim Team 20XX – 20XX, Coach - Summer of 20XX
- B. Church Youth Choir - 3 Years
- C. Red Cross Volunteer - Blood Bank [twice a year]

III. Awards

- A. Optimist Essay Contest Winner - 20XX
- B. National Merit Finalist
- C. College Dean's List - Freshman [second semester]
Sophomore [first & second semester]

IV. Work Experience

- A. Pizza Hut Delivery - 20XX
- B. Lifeguard - Summers of 20XX, 20XX
- C. Sears - Part Time Retail 20XX