

2021-2022 BROOKS SCHOLARSHIP APPLICATION INSTRUCTIONS

PURPOSE

God has blessed Trinity United Methodist Church with a Scholarship Fund provided by the late Buel and Mildred Brooks, faithful members of Trinity. Scholarships are \$3,000 per student per academic year.

WARNING: Applicants must follow all "Instructions for Scholarship Applicants" to be considered for a scholarship.

GUIDELINES FOR SCHOLARSHIP APPLICANTS

- Each youth applying for a scholarship must be a resident of Greene County.
- During the 2021-2022 academic year, you must be a high school graduate who is enrolled full-time as an undergraduate student at a college, university, technical school, or trade school.
- A new application must be submitted for each academic year. This is NOT a four-year scholarship. Recipients are chosen one year at a time. Therefore, being selected as a recipient one year does not automatically guarantee that you will be selected again the next year; and vice-versa.
- An applicant may receive a Brooks scholarship a maximum of four times.
- Partial year scholarships will not be awarded. You will need to be enrolled for a full academic year. Funds will be allocated on a term basis (\$1,500 per semester) not to exceed \$3,000 annually.
- You may be required to attend a personal interview with the Brooks Committee.
- If you do not have Internet access, contact the church office (638-7521) for further instructions.

INSTRUCTIONS FOR SCHOLARSHIP APPLICANTS

- **All information must be typed (except for the signatures). Applications that are late or not typed will not be considered.**
- The application is online. Go to www.trinity-um-church.org and click on the "Brooks Bequest" link on the left navigation bar. Links to the instructions and application are on the Brooks Bequest page.
- **CAUTION:** While it is possible to type your information into the application online and then save the application to your computer, we **strongly** recommend that you first save the application to your computer and then fill it out. The reason is that some browsers have a flaw that results in the information not being retained if you type the information first and then save the application to your computer.
- Once you finish typing the information, be sure to save it; then print a copy because at least two (2) people will need to physically sign this form: the minister (p.3), and yourself or parent (p.4).
- First time applicants are required to submit two (2) **signed** personal reference letters: one personal reference and one academic reference. Youth who are applying for the second, third or fourth time (whether they previously received a scholarship or not) are only required to submit one (1) **signed** personal reference letter, but you must use a different reference from the prior year(s). **Electronic signatures will not be accepted.** Members of the Brooks Committee of Trinity UMC (including the pastor) are not allowed to provide letters of reference for this scholarship.
- **Applications must be completed, signed, and returned to the Trinity UMC office by 4 p.m. Thursday, February 25, 2021 in a sealed envelope. Hand deliver (preferable) or send CERTIFIED MAIL postmarked by February 25, 2021. We will not accept late applications.**
- If you have any questions, please call the church office (638-7521) and leave your name and number with the administrative assistant. A member of the Brooks Committee will answer your question(s).

INSTRUCTIONS FOR SCHOLARSHIP RECIPIENTS

- Scholarship funds will be sent directly to the school you attend and can be used to assist with tuition, room and board (on or off campus), books and supplies, fees, or transportation, wherever it is needed.
- The following three actions are required, but no reminders to do these things will be given to you:
 - (1) Share your experiences during a Trinity worship service during October, November, or December. You are responsible for scheduling this with the church office.
 - (2) After you submit a copy of your fall class registration or other proof of enrollment, Trinity will mail \$1,500 to your school for the fall.
 - (3) After you submit a copy of your spring class registration (proof of continued enrollment) **and** a copy of your Fall Semester Grade Report, Trinity will mail \$1,500 to your school for the spring.
- Paperwork for scholarship funds each semester must be submitted before the end of that semester. If paperwork is not submitted by the end of the semester, the scholarship funds for that semester will be forfeited.