

NFFE-FEEA 2011-12

Richard N. Brown Memorial Scholarship Program ELIGIBILITY AND APPLICATION PROCEDURES



In honor of Rick Brown's (1961-2009) unstinting devotion to federal employees and to his Union family, the Richard N. Brown Memorial Scholarship Program was established in June 2009. Rick's commitment to helping others achieve their goals goes on in his absence with college scholarships for NFFE members and their families. This year's program will provide 2 scholarships worth \$1,000 each. Eligible applicants will also be considered for FEEA scholarships.

BASIC ELIGIBILITY REQUIREMENTS

- ⇒ The NFFE-FEEA Scholarship Program is for current civilian federal employees who are members of NFFE and their dependent family members (spouse/child). Adult children and other relatives are eligible if claimed on the sponsoring employee's tax return.
- ⇒ The applicant or the applicant's sponsoring federal employee must have at least three (3) years of civilian federal service by August 31, 2011. Past active duty time will count toward this requirement if included in the service comp. date on the Standard Form 50. No additional consideration is given for service beyond the minimum requirement.
- ⇒ The applicant must be at least a college freshman by the fall 2011 semester.
- ⇒ All applicants must have at least a 3.0 cumulative grade point average (CGPA) unweighted on a 4.0 scale. Current college freshmen must have a minimum 3.0 GPA for the fall 2010 semester.
- ⇒ All applicants must be current high school seniors or college students working toward an accredited degree and enrolled in a two- or four-year undergraduate, graduate or postgraduate program.
- ⇒ Applicants who are dependents must be full-time students. Applicants who are federal employees may be part-time students.

APPLICATION AND NOTIFICATION PROCEDURES

- ✓ All applicants must submit a complete application package postmarked no later than **March 25, 2011**.
- ✓ **It is the applicant's responsibility to ensure the application package is complete and on time.** This includes transcripts sent directly by a school. FEEA does not notify applicants when items are missing. Applications with items missing after the deadline has passed are considered incomplete. **Incomplete or late applications will not be considered or acknowledged.**
- ✓ **Acknowledgement receipts are e-mailed** to eligible applicants who submit a complete application by the deadline. Processing and e-mailing of receipts may take 8-12 weeks after the deadline, due to the volume of applications received. Applicants desiring earlier confirmation of delivery should use a mailing service that provides delivery confirmation. **Please add confirmation@feea.org to your address book to ensure receipt of your confirmation e-mail.**
- ✓ All applications MUST include **one** self-addressed #10 envelope with **current first class postage**.
- ✓ **Applicants will be notified of their final status by October 31, 2011.** Please be aware that our committees make every effort to deliberate and provide final results prior to the start of the school year, however, unavoidable delays do sometimes occur.

MAILING INFORMATION

- ✉ Place all of the required materials, unfolded, in the same 9" x 12" (or larger) envelope.
- ✉ **No Staples, No Paper Clips, No Folding.**
- ✉ Mail the complete application package to:

**NFFE-FEEA Scholarship Program
3333 S. Wadsworth Blvd, Suite 300
Lakewood, CO 80227**
- ✉ Applicants desiring immediate confirmation of delivery should use a mailing service that provides delivery confirmation.
- ✉ **Make sure your application package is postmarked no later than March 25, 2011.**

NFFE-FEEA 2011-12 SCHOLARSHIP APPLICATION

PLEASE CHECK THE BOXES TO ENSURE YOUR APPLICATION PACKAGE IS COMPLETE:

This NFFE-FEEA Scholarship Application Form: A photocopy of the scholarship application form is acceptable.

Essay: Typed, double-spaced, essay **not exceeding two pages** on the topic: **What is the most important issue facing our country today? Is there anything the federal government can and should do to fix the problem? Explain.**

Written Recommendation/Character Reference: Please submit a written recommendation/character reference from a supervisor, coworker, community leader, teacher or counselor. **Must be submitted with application package.**

Transcript: The transcript must show a cumulative GPA of 3.0 or higher. An official transcript is not required; photocopies of transcripts are acceptable. **High School Seniors:** Submit full high school career transcript, including fall 2010 grades. Report cards are acceptable for Fall 2010 grades only. **College Freshmen:** Submit a transcript that verifies at least a 3.0 for the fall 2010 semester. **Undergraduates & Grad Students:** Submit complete post-secondary career transcripts, including fall 2010 grades. Transcripts from all colleges attended **MUST** be included. **Applicants not currently enrolled:** Submit a transcript from the last school attended.

Check here if your transcript is being mailed directly by the school. Transcripts must be postmarked by the application deadline of March 25, 2011. **It is the responsibility of the student to ensure separately mailed transcripts arrive on time.** An official transcript is not required; photocopies of transcripts are acceptable.

List and Briefly Describe Awards, Extracurricular and Community Service Activities: Please provide this list on a separate page. Provide enough information so that the scholarship review committee will understand your accomplishments. **Include relevant dates and average time spent at each activity.**

Copy of ACT, SAT or Other Examination Scores: This is required for applicants who are high school seniors; optional for all other applicants.

Copy of Most Recent Standard Form 50 "Notice of Personnel Action." Form must be **no older than January 2009.** **If applicant is a federal employee, submit the employee's own form. *If applicant is a dependent of a federal employee, then the sponsoring employee's form should be submitted. *If a current SF-50 is not available you must submit a current pay stub and a letter from personnel identifying your duty station, grade and service comp. date.*

One Self-addressed, Stamped, #10 Business-size Envelope with Current First Class Postage Properly Affixed. FEEA uses the envelope to notify applicants of their final status.

Do not fold or bind any pages with staples or paper clips.

Place all materials, unfolded, into a 9 x 12 in. (or larger) envelope postmarked no later than **March 25, 2011.**

MAIL TO: NFFE-FEEA Scholarship Program, 3333 S. Wadsworth Blvd, Suite 300, Lakewood, CO 80227

Please complete the following. Incomplete applications will not be considered.

Applicant's Name:

Complete Home Address:

City, State, Zip:

Last 4 digits of Social Security #:

Home Telephone #:

E-mail Address:

(your application receipt will be sent to this e-mail address; please add "confirmation@feea.org" to your address book)

Federal Employee's Name:

Relationship to Applicant: Father Mother Spouse Self Other (specify)

Federal Employee's Work Tel. #:

Length of Federal Employment:

NFFE Member # or Local #:

(Required for NFFE applicants)

Federal Agency Name:

Duty Station:

Federal Employee's E-mail Address:

Please check here if public release of the employee's name and location is disallowed by the agency for security reasons

Student winner's name will also not be published if this box is checked.

Applicant's Unweighted Cumulative Grade Point Average (CGPA):

(must be 3.0 or higher on 4.0 scale)

College/University (attending or planning to attend):

Class Status as of Fall term 2011 (must be at least a college freshman by fall term 2011):

Freshman

Sophomore

Junior

Senior

Graduate Student