

# NFFE-FEEA 2012-13

## 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 NABNA 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, 2012. 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 2012 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 2011 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.
- ⇒ The applications of current federal employees and their legal dependents will also be included in the general FEEA scholarship contest. Retirees and grandchildren who are not the legal ward of the FMA member are not eligible for the additional program.

#### **APPLICATION AND NOTIFICATION PROCEDURES**

- ✓ All applicants must submit a complete application package postmarked no later than **March 30, 2012**.
- ✓ **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](mailto: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, 2012.** 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 30, 2012**.**

# NFFE-FEEA 2012-13 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: How is the agency at which you (or your sponsor) work important in the daily life of an average citizen?**
- Written Recommendation/Character Reference:** Please submit ONLY ONE 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 AND report card showing Fall 2011 grades. **College Freshmen:** Submit a transcript that verifies at least a 3.0 for the fall 2011 semester. **Undergraduates & Grad Students:** Submit complete post-secondary career transcripts, including fall 2011 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 – it must be postmarked by the application deadline of March 30, 2012 and **it is still the responsibility of the student to ensure it arrives 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. Copies of awards and certificates are NOT acceptable. A suggested format is available at [www.feea.org/activityform](http://www.feea.org/activityform).
- Copy of Most Recent Standard Form 50 "Notice of Personnel Action."** Form must be **no older than January 2010.** *\*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 30, 2012.**  
**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 #: \_\_\_\_\_  
Applicant's 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. If this box is checked, Student winner's name also will not be published.

Applicant's Unweighted Cumulative Grade Point Average (CGPA): \_\_\_\_\_ (MUST be 3.0 or higher on a 4.0 scale)  
College/University (attending or planning to attend): \_\_\_\_\_  
College Class Status as of Fall Term 2012 (must be at least a college freshman by fall term 2012):  
 Freshman  Sophomore  Junior  Senior  Graduate Student