



Kennedy-King Memorial College Scholarship Fund Ltd.

November 10, 2009

BOARD OF DIRECTORS SELECTION COMMITTEE

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Kennedy-King Memorial
Scholarship Fund Ltd.
P.O. Box 727
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<http://www.kennedyking.org>

Dear Undergraduate Applicant:

The Kennedy-King Memorial Scholarship Fund annually awards two-year scholarships of \$4,000 per year to members of minority groups underrepresented at four-year colleges and universities. The scholarships are awarded to students of proven financial need who are transferring from a Contra Costa community college to junior standing at four-year, accredited U.S. institutions in the fall, 2010 or spring, 2011. Scholarship funding will commence in the fall or spring after acceptance and enrollment in such institution. We are pleased you wish to be considered for one of our scholarships.

DO YOU QUALIFY FOR A SCHOLARSHIP? In order to do so, you must:

- be of Black, Latino/a, Native American & Alaskan (indicate tribe affiliation), or Pacific Islander (native people of Hawaii, Guam, Samoa, Tahiti, Northern Mariana Islands, Palau, or Fijian, Melanesian, Micronesian, or Polynesian) descent;
- have successfully completed at least 12 units of course work within 12 months prior to the scholarship deadline at Contra Costa, Diablo Valley or Los Medanos Colleges; and
- be eligible to transfer to a four-year institution with junior standing in the fall of 2010 or not later than spring of 2011. **If you do not transfer with junior standing or diligently pursue your degree thereafter as a full time student (minimum 12 units per semester or quarter), your scholarship award may be forfeited.**

The Selection Committee will select a number of finalists for interviews. If selected, you **must** attend an interview held **only** on Saturday morning, March 27, 2010. You may be asked to bring copies of various financial and other documents so that we may fairly evaluate your application. All information given will be kept in strictest confidence.

You must return the fully completed application with all attachments to the appropriate office by the deadline, **February 10, 2010**. This cover letter, the application and instructions can be found at <http://www.kennedyking.org>.

Failure to fully complete and return the application and the additional required materials by the **February 10, 2010, deadline** is cause for disqualification. Don't delay. Begin your task now and good luck to you!

Sincerely,

Dr. Helen Benjamin
Chancellor, CCCC

J. Ernest Hartz
Chair

Dr. Diane G. Scott-Summers

KENNEDY KING SCHOLARSHIP
UNDERGRADUATE APPLICATION
Submission Instructions

The Application is an electronic form which allows you to download it to your computer, insert the requested information using Word 2003 or later, save it on your computer, later modify and save answers and when done, to submit both a print hard copy and an electronic copy from your computer. Alternatively you can print the downloaded form, fill it out and submit that with a pdf copy. Why submit both hard and electronic copies? Your Application will be reviewed by many individuals. Some need to see the full hard copy with its attachments. Others need only the electronic copy without the hard copy and its attachments, thus saving trees, time and expense.

The space provided for answers to all Application questions will expand as needed. Put cursor at the left side of the answer area and begin typing in the dark area that will appear. Use “enter” to start a new paragraph. You may also provide a fuller answer in the section entitled “**Explanatory Notes to Application Answers.**”

Page 1 of Application. Some questions seek basic information about you. Others are directed as to when you expect to transfer to a four year college with junior standing. Fill these in from your Community College Counselor’s Verification form and course transcripts. If you will not have the required units to transfer by spring, 2011, you do not qualify for the scholarship and should consider applying next year. There are also questions as to Estimated College School Year costs. Most Colleges publish these on their web sites.

Page 2. Questions here are directed to your need for financial assistance. We expect you to apply for all scholarship and grant money (public and private) that may be available to you, including Pell and Cal Grants. Some students do not qualify for Pell and Cal Grants. Nonetheless, we have awarded many of our scholarships to such students. But we need your SAR or FAFSA application if you intend to file to assist us in gauging your need, or your explanation as to why you do not intend to file a FAFSA application. If you receive a grant that pays all your college fees, tuition and expenses, our scholarship may be revoked.

Page 3. Space is here provided for your **EXPLANATORY NOTES TO APPLICATION ANSWERS, AUTOBIOGRAPHICAL ESSAY** and **PUBLICATION SUMMARY**. The space provided will expand as needed for your text. Please do not use separate pages for these items unless you are not filling in the application on your computer.

Page 4. Authorizations. **Wherever a signature is required in the Application you must ink sign the hard copy you submit.**

Counselor’s Verification and Reference Forms. Download and enter your name, anticipated four year college major and community college on these forms. They then can be emailed to your Counselor or References, or given to them in hard copy for completion. Please email them where possible as they are electronic forms like the Application and easily and preferably completed on a computer. Make sure they understand your deadlines. Provide three References (not family members), preferably from two faculty members and one community or civic leader.

Return the completed Application (both hard and electronic copies) with all attachments to your College Scholarship Office **preferably before the February 10, 2010 Deadline** where it will be reviewed. Any changes made pursuant this review must be incorporated by you into your electronic copy as well. Your scholarship counselor will then send both the hard and electronic copies to the Selection Committee.

Contra Costa College: CCC. Jimmy Cox, Scholarship and Outreach Coordinator, Student Life Center (SA Building) – Office C (510) 235-7800 Ext 4594 JCox@contracosta.edu

Diablo Valley College: Leslie Mills, Scholarship Coordinator, Student Service Building (925) 685-1230 Ext. 2559 lmills@dvc.edu

Los Medanos College: Claudia Acevedo, Scholarship Program Coordinator, Room 440, (925) 798-3500 Ext. 3130 cacevedo@losmedanos.edu

Submission Check List

1. Completed and signed Application form and all requested documents in hard copy. Provide an electronic copy of those parts of your hard copy submission that are in electronic form. Answer all questions or otherwise explain why a question has not been fully answered using the Explanatory Note section in Application if necessary. All questions must be answered or your application may be rejected.
2. Your Autobiography and Publication Summary.
3. Authorization Form signed.
4. Signed Counselor's Verification Form. Include your name, community college and anticipated major at your 4 year college. Be sure to provide a detailed educational plan signed by your counselor if you will not have sufficient units in June, 2010 to transfer with junior standing and are planning to transfer in fall, 2010 or spring, 2011. This submission can be hand written or typed, but we prefer it typed into the computer form and also submitted in electronic form where possible.
5. Reference statements from three (3) individuals. These submissions can be hand written or typed, but we prefer they be typed into the computer form and also submitted in electronic form where possible.
6. Transcript of courses, units and grades from **each** college you have attended. Downloaded Web Advisor transcripts from CCC, DVC and LMC Community Colleges are acceptable, but Official Transcripts from all other colleges are required. Also submit an electronic copy if available.
7. Attach your SAR or, if not available, your FAFSA application if you file one. Delete all Social Security numbers from these and all other documents submitted. Also, if Native American, include your registration form from the Bureau of Indian Affairs if you have one.
8. Email to your Scholarship Office those parts of your application that are in electronic form, i.e., Application pages 1-4 and any others that are in electronic form, e.g. transcripts, Counselor's Verification, etc. Label electronic file copies: Last Name, First Name, Subject (e.g., Application, Counselor's Verification, etc.), UG KK. You need not scan and send those hard copy documents accompanying your Application that are not in electronic form easily emailed.
9. Do not submit with your hard and electronic copies the cover letter or these instructions.
10. Hard copy should be printed on one side of sheet unless obtained from a third party printed on both sides of sheet.