THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION

CRITERIA/REQUIREMENTS

1. Eligibility

Full-time high school seniors in good standing, attending (i) Fall Mountain Regional High School, (ii) Kearsarge Regional High School, (iii) Kimball Union Academy, (iv) Mid-Vermont Christian School, (v) Mount Royal Academy, (vi) Newport Middle High School, (vii) Stevens High School (Claremont), (viii) Lebanon High School, (ix) Mascoma Valley Regional High School, (x) the Oliverian School, (xi) Windsor (Vermont) High School, (xii) Procter Academy or (xiii) The Block Island School are eligible to apply. Each applicant must be on track to graduate from high school by June 30, 2012 and to enroll in a post-secondary educational institution in the fall of 2012, and must provide a transcript or other official high school document evidencing anticipated graduation by June 30, 2012.

Eligible applicants shall demonstrate two or more of the following:

- (a) Strong moral and ethical character;
- (b) Service to school, community and/or family;
- (c) Part-time work;
- (d) Extra-curricular activities; and/or
- (e) Sports participation.

2. Eligible Institutions

Applicants must intend to enroll in an accredited, college, university, trade, technical or vocational school, or similar post-secondary educational institution (including institutions with two year degree programs) in the fall of 2012.

3. Deadline For Submission

Completed applications must be <u>received</u> by the Foundation no later than February 1. 2012. The Foundation cannot be responsible for incomplete or late submissions. Completed applications should be sent only to the following address:

The Robert and Joyce Oberkotter Family Foundation P.O. Box 45 Newport, New Hampshire 03773

Emailed applications will not be accepted.

4. Application Components

- (a) <u>Application</u>: Each applicant must complete the attached application in full. All applications must be <u>typed</u>. Handwritten submissions will not be considered.
- (b) Letters of Recommendation: Each applicant will be required to submit **two** (2) letters of recommendation. One shall be from an educator in the high school that the applicant is presently attending or from an individual who supervises the applicant's sports participation or an extra-curricular activity, and one shall be from an individual not specifically involved with the applicant's education, sports or extra-curricular activities in school, such as a family friend, employer, pastor, or other such individual. Each letter of recommendation (i) shall be signed by the person providing the recommendation; (ii) must include the name, address and telephone number of the person providing the recommendation, (iii) should describe the characteristics of the applicant that exemplify the eligibility criteria of the scholarship, and (iv) shall be included with the applicant's submission and should not be sent separately or directly by the person providing the recommendation. Letters of Recommendation need not be in separate or sealed envelopes, but instead should be collated with the application, as further explained in the Application for Scholarship. The Foundation will not be responsible for letters of recommendation which are not included in the applicant's submission packet whether or not such letters of recommendation are received separately by the Foundation. The Foundation reserves the right to contact any or all of the individuals providing recommendations.
- (c) Narrative Essay: Together with the completed application and the two letters of recommendation, each applicant shall submit a <u>typewritten</u> narrative essay on one of the following topics: (i) the best or worst experience of your life, or a life changing experience (good or bad), (ii) the most unforgettable person the applicant has met (who is <u>not</u> a relative of the applicant), and why, (iii) a person (who is <u>not</u> a relative of the applicant) who has made a strong impression on, or has changed the life of, the applicant, and why, or (iv) the most memorable book that the applicant has read that was <u>not</u> assigned in school. The essay <u>should not</u> be a narrative summary of the other information already provided in the application, but rather is intended to give the applicant an opportunity to tell the Foundation something about the applicant that may not be evident from the other information supplied. Essays must be at least one full, typed, double-spaced page, using reasonable-sized font, but <u>shall not be more</u> than two full, typed, double-spaced pages with one inch (1") margins, using 8.5" x 11" paper. Essays that do not meet the length guidelines will not be considered.
- (d) <u>Office School Transcript:</u> Submit an official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2012.

5. Application Procedures

Each applicant must submit four (4) full copies of the entire application, which includes the application form, attachment to application form, transcript, letters of recommendation and narrative essay, <u>collated in that order</u>. Each set of copies will be read and reviewed by a separate member of the Foundation's Board of Directors, and any incomplete application set will not be considered.

Please carefully note the following:

- Incomplete application forms (including failing to provide a social security number) will not be considered
- The components of the application must be mailed together (4 sets); components, such as recommendations or transcripts, mailed separately to the Foundation will not be considered and will render the application incomplete
- Submissions that do not include 4 complete, collated sets will deemed incomplete and will not be considered each collated set is given directly to a foundation director for review; the Foundation shall not be responsible for photocopying application material
- Submissions received after February 1, 2012 will not be considered regardless of post-mark or mailing date; applicants may not satisfy the due date requirement by emailing or faxing the application or any components of the application; please plan accordingly
- Be sure to provide current contact information in case the directors have any
 questions while reviewing your application; preference is email or local cell or
 home telephone number; please provide (i) a valid and regularly checked email
 address and/or (ii) a regularly checked telephone or cell phone number with
 voice mail
- Any inquiries or other correspondence regarding the scholarship or application procedures must come from the applicant only, not from the applicant's parents; the preferred method for application inquiries is by email to Director Anu Mullikin at amullikin@devinemillimet.com; the second preferred method is by telephone to Director Robert McDevitt at (603)863-8088; please allow five business days for your inquiry to be answered, and please follow up if you do not hear back within five business days
- Please make it easy for the directors to consider you application on its merits by following all the application procedures precisely

6. Scholarship Award

The Foundation intends to award scholarships in the amount of \$3,500 each to one or more students from each of the eligible high schools based on the quality of the applications. Applicants who are awarded scholarships in the spring of 2012 will be eligible to reapply to receive further scholarship funding each year that they are enrolled in college and./or graduate or professional school.

Scholarship awards will be made directly to the institution in which the recipient enrolls for the fall, 2012 term. Scholarship recipients will be required to provide a mailing address for the bursar's office of the college in which they are enrolling. In the event that any scholarship recipient does not provide adequate evidence of enrollment for the fall, 2012 term, or provide mailing information for the school by the due date indicated in the scholarship award letter, the scholarship to that recipient may be revoked at the election of the Foundation.

Scholarship applicants and their high schools will be notified about scholarship award decisions on or about April 20, 2012.

THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION

APPLICATION FOR SCHOLARSHIP

1.	Name
2.	Address
3.	City/State/Zip
4.	Home Telephone Number
5.	Cell Telephone Number
6.	Email
7.	Social Security Number
8.	Date of Birth
9.	School Presently Attending
10.	Please list the post-secondary schools that you have applied to or intend to apply to for admission in 2012:
	First Choice
	Second Choice
	Third Choice_
11.	What is your intended major or course of study?
12.	On a <u>separate</u> , <u>single</u> , <u>typewritten 8 $\frac{1}{2}$" x 11" sheet</u> , please list and describe the following information (as applicable) in the following order:
	a. School activities (sports, clubs, offices, awards and other extra-curricular activities)
	b. Community activities with which you have been involved
	c. Employment history
	d. Noteworthy service to school or family

- 13. Additional items to be included with this application:
 - A. Official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2012;
 - B. Two letters of recommendation; and
 - C. Narrative essay.
 - D. Refer to the Robert and Joyce Oberkotter Family Foundation Criteria/Requirements for specific requirements regarding the letters of recommendation and narrative essay.

All scholarship submissions must be must be <u>received</u> by the Foundation no later than February 1, 2012. Incomplete or late submissions shall not be considered by the Foundation. Please refer to the Robert and Joyce Oberkotter Family Foundation Criteria/Requirements for detailed and specific requirement for the timely submission of all application materials.

Submissions must include four (4) copies of the fully completed application and four copies of all of the items required in number 13 above. Please collate each set such that the application and attachments are on top, followed by the additional items required in number 13 above, in the order listed above. The sets will be distributed to each Director of the Foundation for review.

All submissions must be made to the following address:

The Robert and Joyce Oberkotter Family Foundation P.O. Box 45
Newport, New Hampshire 03773

Questions regarding this scholarship should be directed to your high school guidance/college counselor or you may email your questions to amullikin@devinemillimet.com or you may call (603) 863-8088. Emailed or faxed application materials will not be considered.

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