



PI BETA PHI FOUNDATION

UNDERGRADUATE SCHOLARSHIP APPLICATION GUIDELINES

2009-2010 Academic Year

Application Deadline: January 31, 2009

Eligibility and Award Criteria

Applicants must be an undergraduate member in good standing of Pi Beta Phi Fraternity for the entire academic year in which the scholarship is received. Applicants must have a 3.0 minimum GPA; Canadian students must have a 70% GPA (unless otherwise noted). Applicants must also have a record of service to Pi Phi, campus and community. Only completed applications will be considered for a Pi Beta Phi Foundation Undergraduate Scholarship. Applications will be reviewed by a scholarship committee composed of qualified alumnae appointed by the Foundation Board of Trustees.

Application Procedure

Complete the scholarship application form and send your entire application package to the Pi Beta Phi Foundation, 1154 Town & Country Commons Drive, Town & Country, Missouri 63017. **All application materials must be received in one envelope postmarked by January 31, 2009.** A complete application package consists of the following:

- **Application Form** — complete all questions by typing or using black ink and sign the form; you may use a separate sheet of paper if additional space is needed
- **Financial Disclosure Form** — both the background financial information and budget information must be complete and accurate (two pages)
- **Personal Letter of Introduction** — a 500-750 word statement expanding upon your qualifications to receive a scholarship based on high scholarship, Fraternity activities, campus and community service and financial need (see below for additional instructions)
- **Community Service Form(s)** — complete appropriate form with required signature
- **Undergraduate Transcript** — should include most recent cumulative GPA (official or unofficial accepted)
- **Three Current Recommendations** — one recommendation must be from a member of your chapter's Alumnae Advisory Committee, the other two should be from academic faculty members, administrators, professionals or employers. Recommendations should remain strictly confidential. Writers of letters of recommendation must seal and sign envelope flap to ensure confidentiality. Unsealed and unsigned envelopes will result in disqualification of the entire application.

A member may apply for both general undergraduate scholarships and the Sign of the Arrow Melissa Scholarship by completing the following application. Only those applicants entering their senior year in the 2009-2010 academic year are eligible for the Sign of the Arrow Melissa Scholarship.

Personal Statement Guidelines

Please write a maximum of 500-750 word statement on one or two separate pages, typed or computer generated and double spaced. Suggested topics for your personal letter of introduction include: academic accomplishments, involvement in Fraternity activities, campus and community service, reasons for applying for this scholarship, any personal or financial hardships you may be facing, career and vocational goals and the impact Pi Beta Phi has had on your life.

Community Service Form

Please complete the Community Service Form with details of your community service while in college ONLY. Service activities should be meaningful, valuable and tangibly beneficial to the community. Activities must be of a community, school, Fraternity or individually-initiated manner. LOBBYING, EVANGELIZING/WITNESSING FOR A RELIGIOUS GROUP OR PAID/STIPEND WORK IS NOT ACCEPTABLE. You **may** reproduce the Community Service Form as necessary. Please refer to the following instructions when completing the form.

1. Service Activities - the organization(s) name or event name for which you served.
2. Hours per week - the approximate hours per week devoted to each activity/organization (for one-time events, please indicate total hours)
3. College Year(s) - the college year or years the service was performed (i.e. freshman, sophomore, etc.)
4. Description of Service Duties - the actual duties of the service activity, in detail.
5. Leadership - please indicate any leadership positions held, including number of years.
6. Community Benefits - the perceived or actual benefits to the organization/activity or community.
7. Verification Statement - the signature of a leader of each organization or event where service was given is necessary for verification of service. Please include individual's title and contact telephone number.

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Verification of Receipt

It is strongly suggested that applications be sent by certified mail, return receipt requested. Foundation office staff does not notify applicants of receipt of application. Staff will respond to e-mail inquiries from applicants who want to verify receipt.

Deadline

Completed application packages are to be postmarked no later than January 31. Only timely and complete applications will be considered. Receipt of materials preferred as follows: flat (not folded) with NO staples. It is the applicant's responsibility to see that all supporting materials are included in one envelope and meet the postmark deadline. Applications will be disqualified if all materials do not meet the postmark date.

Notification and Conditions of the Award

A notification letter will be sent to each applicant in April. Application materials will not be returned to applicants. Scholarship money will be sent directly to the financial aid office of the recipient's university/college at the beginning of the fall term of the 2009-2010 academic year. (Note: No funds will be disbursed prior to August 15, 2009.) Scholarship funds may be used for academic expenses only. A recipient must be enrolled full time and be an active, dues-paying chapter member in good standing during the full academic year.

FOR APPLICANTS WHO ARE CURRENTLY JUNIORS, ENTERING THEIR SENIOR YEAR IN 2009 ONLY

Sign of the Arrow Melissa Eligibility and Award Criteria

The Sign of the Arrow Melissa Scholarship is available to all juniors entering their senior year with no more and no less than two semesters of college work remaining. All applicants meeting these criteria will be considered for the scholarship. The primary criteria for this award are outstanding community service and academic achievement. Applicant must be a full-time student, must have a minimum cumulative GPA of 3.1 and must meet all other undergraduate scholarship requirements. Financial information will not be shared with the scholarship committee.

Applicants applying for the Sign of the Arrow Melissa Scholarship should focus their personal statement on the following:

1. How your community service efforts have affected others
2. How your community service efforts have affected your own personal life, academic performance, career goals, aspirations, etc.
3. How you plan to continue your community service efforts in the coming years.

Recipient Commitment

Due to the nature of this award, the recipient is required to make the commitments described below. The recipient will receive additional instructions and information upon selection.

1. Commit to a continuation of community service for the year the scholarship is applicable.
2. Commit to promote and inspire others to engage in community service.
3. Commit to write a reflective essay summarizing community service efforts during award year, to be submitted at the year's end to the Foundation office.

I, _____, am willing to commit to the above items if I am selected as the recipient of the Sign of the Arrow Melissa Scholarship. I understand that this scholarship can be used only for tuition, books and fees, and agree to such use. I also agree that my name and/or likeness may be used at any time by the Pi Beta Phi Foundation for public relations purposes. I understand that some or all of my personal statement may be used for publication at a future date in promotion of this award. By signing this agreement, I agree to the terms described above and verify that the information I am providing is accurate to the best of my knowledge.

Signature of Applicant _____ Date _____

This page must be returned with completed application.



FOR OFFICE USE ONLY

Date Received: _____

PI BETA PHI FOUNDATION

UNDERGRADUATE SCHOLARSHIP APPLICATION 2009-2010 Academic Year

Name: _____ Date of birth: _____

Permanent address: _____

_____ Telephone: () _____

School address: _____

_____ Telephone: () _____

Chapter: _____ Initiation date: _____ E-mail: _____

Class year in school **next year** (check one): _____ Sophomore _____ Junior _____ Senior

College / University: _____ Major: _____

GPA: _____ (out of possible) _____ Hours enrolled: _____ Hours considered full time: _____

Pi Beta Phi activities: _____

Campus activities: _____

Are you employed during the school year? _____ yes _____ no

If yes, indicate the type of work and approximate hours worked per week: _____

Mother's full name: _____ Income: _____

Father's full name: _____ Income: _____

In order for application to be considered, please include the following items:

_____ Financial Disclosure Form provided by the Foundation (two pages)

_____ Personal letter of introduction with a 500-750 word statement expanding upon your qualifications to receive a scholarship based on high scholarship, Fraternity activities, campus and community services and financial need

_____ Community Service Form(s)

_____ Undergraduate transcript with most recent cumulative GPA (official or unofficial accepted)

_____ Three current recommendations - one from a member of your chapter's Alumnae Advisory Committee (AAC); the other two from academic faculty members, administrators, professionals or employers

I am willing to write a brief report of my academic progress at the end of the school year. I understand that this scholarship can be used for tuition, fees and books only and agree to so use.

Signature of Applicant

Date



PI BETA PHI FOUNDATION

FINANCIAL DISCLOSURE FORM

2009-2010 Academic Year

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Please include this form with all Foundation scholarship and fellowship applications. Please type or use black ink. Information requested pertains *only to the applicant's personal financial situation*. **Financial information should be relevant to the 2009-2010 academic year.**

Name: _____

Social Security Number: _____

Type of Award: _____ Undergraduate _____ Graduate fellowship _____ Alumnae Continuing Education

ASSETS

Cash on hand and in banks: \$ _____

Loans: \$ _____

Grants: \$ _____

Other (please specify types and amounts): _____

INCOME

Full-time job: \$ _____

Part-time job: \$ _____ Hours worked per week: _____

Interest, dividend income: \$ _____

Other income (please specify types and amounts, e.g. alimony): _____

LIABILITIES

Notes payable: \$ _____

Rent due: \$ _____

Taxes due: \$ _____

Other liabilities (please specify types and amounts): _____

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PI BETA PHI FOUNDATION

FINANCIAL DISCLOSURE FORM

2009-2010 Academic Year

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Budget Information

Expected resources per academic year

Personal contribution (from work):

\$ _____

Personal contribution (from savings):

\$ _____

Parent / family / spouse contribution:

\$ _____

Employer-provided educational aid:

\$ _____

College / university awards:
(specify names and amounts)

Outside awards:
(specify names and amounts)

Loans:
(specify names and amounts)

Total Resources: \$ _____

Expenses per academic year

Tuition:

\$ _____

Fees (e.g. lab, studio):

\$ _____

Books / instructional materials:

\$ _____

Room and board:

\$ _____

Other related expenses:
(specify types and amounts)

Total expenses: \$ _____

Signature _____

Date _____



PI BETA PHI FOUNDATION

SCHOLARSHIP RECOMMENDATION GUIDELINES 2009-2010 Academic Year

Type of award: _____ Undergraduate _____ Graduate fellowship _____ Alumnae Continuing Education

Type of recommendation: _____ AAC Member _____ Pi Beta Phi Member _____ Academic / Administrator / Professional / Employer

Applicant: _____ Major: _____

E-mail: _____ Phone: _____

The above applicant is applying for a Pi Beta Phi Foundation scholarship/fellowship. A requirement of the application process is the procurement of letters of recommendation from individuals familiar with the applicant's academic progress, campus and community service, and/or financial status, on which selection is dependent. Please give your candid opinion of the applicant's capability and potential using the following as guidelines for your recommendation. Submit written responses on a separate page attached to this form. Verbal/phone recommendations cannot be accepted.

1. In what capacity have you know the applicant and for how long?
2. In comparison with other students you have known in a similar capacity, please attest to the applicant's scholastic ability and achievement.
3. If known, please describe the student's commitment to and performance of volunteer service to her community, campus and Pi Beta Phi.
4. If known, please describe the student's financial need for a scholarship and how that need would be alleviated by such an award.
5. Please include additional information which you feel would be helpful tot he selection committee.

Name: _____

Position or Title: _____

E-mail: _____ Phone: () _____

Signature: _____ Date: _____

Application and supporting materials are to be postmarked no later than January 31, 2009. Please enclose this form and your recommendation in a sealed envelope with your signature across the flap and return it to the individual applying for the scholarship. Applications will be disqualified if recommendations are not confidential.



PI BETA PHI FOUNDATION

COMMUNITY SERVICE FORM

2009-2010 Academic Year

Please print or type clearly; make additional copies as necessary

Name _____
Last, First

Name of Organization / Event: _____

College Year(s): _____

Leadership Position(s): _____

Description of Service / Duties

Type of Service	Frequency (For Ongoing)	# of Times Volunteered	Hours Per Occurrence	Total Hours
<input type="checkbox"/> One Time/ Occasional				
<input type="checkbox"/> Ongoing				
GRAND TOTAL HOURS (all college years):				

Community Benefit(s)

By signing, I verify that the above information is correct and that the individual providing this service did so within the specifications given.

Signature _____ Title _____ Date _____ Phone _____