



# ACEF Scholarship Funds Program

## Guidelines and Checklist

### First Time and Returning Applicants

Date of Submission: \_\_\_\_\_

**These guidelines are for your use. You do not need to submit this with your application.**

**Anniston Community Education Foundation (ACEF)** is dedicated to helping youth in the targeted communities of Anniston, Alabama succeed in the educational arena. The belief that “every child can and will learn with the proper educational resources” is echoed throughout the Foundation’s work.

- **The Mission** of Anniston Community Education Foundation is to build a collaborative network of diverse stakeholders to improve the quality of education in the targeted communities of Anniston.
- **The Vision** of Anniston Community Education Foundation is empowering the youth in the designated area with need-based educational resources.

The purpose of the **ACEF Scholarship Fund** is to provide scholarships to deserving high school seniors intending to pursue a course of study at either a two-year or four-year educational institution. For 2015, the ACEF Scholarship Fund’s award ceiling was \$25,000, and, the individual maximum award was \$2,000. ACEF awarded scholarships ranging in amounts from \$500 - \$2,000 per award, based on the strength of the application and the applicant’s college/university choice. Typically, ACEF will award a \$1,000 scholarship to a student who will be attending a two-year educational institution and a \$1,500 scholarship to a student who will be attending a four-year educational institution. Scholarship funds are only awarded to the student upon evidence of registration in an accredited higher educational institution.

**2016 Application Deadline:** Friday, April 1, 2016 at 5:00PM

Applications may be submitted...

By Mail	In Person	By E-mail
ATTN: Scholarship Committee  Anniston Community Education Foundation PO Box 1026 Anniston, AL 36202	Cassie Helms  Anniston Community Education Foundation 818 Leighton Ave, Suite A Anniston, AL 36207	Cassie Helms  <a href="mailto:chelms@annistoncef.org">chelms@annistoncef.org</a> or <a href="mailto:acef@annistoncef.org">acef@annistoncef.org</a>



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### **General Instructions:**

1. The application is available at ACEF, through high school guidance counselors, or online at [www.annistoncef.org](http://www.annistoncef.org).
2. The 2016 Scholarship Deadline is Friday, April 1, 2016 at 5:00PM. No applications e-mailed or postmarked after this will be accepted. You will be notified in May regarding final decisions.
3. Type or print legibly in blue or black ink. Illegible applications will not be considered.
4. Do not leave sections blank; if a question does not apply to you, put "N/A." Incomplete applications will not be considered.
5. Please contact ACEF Director of Programs, Cassie Helms, with any questions at (256) 741-3299 or [chelms@annistoncef.org](mailto:chelms@annistoncef.org).

### **Criteria and Eligibility:**

1. Applicant must attend Anniston, Oxford, Saks, or Wellborn High Schools, or be a returning scholarship recipient of the ACEF Scholarship Fund Program.
2. Applicant must be a graduating high school senior or currently enrolled in a two- or four-year educational institution.
3. Applicant must have at least a 2.0 grade point average (or a "C" average).
4. Seniors must have either consistently strong academics or be able to demonstrate improvement over their time in high school, as well as a desire to attend college.
5. Applicant must demonstrate community involvement: seniors must be able to show at least 20 hours of community service over their time in high school, while returning applicants must have 40 hours over the previous year. Volunteer hours must be documented and signed off on by a supervisor. These hours may be completed through ACEF.
6. Applicants may not be related to any ACEF staff or member of the Board of Directors as this presents a conflict of interest.
7. Applicants must be willing to attend a scholarship orientation with the Anniston Community Education Foundation (at least two spring/summer sessions will be scheduled)



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**APPLICATION CHECKLIST – First Time Applicants**

	<b>Completed Application Form</b> (4 pages, typed or neatly printed in blue or black ink)
	<b>Personal Essay</b> (1-2 pages, typed, double spaced, 12-pt Times New Roman font)
	<b>Two (2) Letters of Recommendation</b> (at least one of these must be from a high school teacher, counselor, or principal. These should not be from family members)
	<b>Most Recent Official High School Transcript</b> (photocopy is acceptable if signed by principal or guidance counselor)
	<b>Community Service Hours</b> (please document at least 20 hours of community service during your time in high school; these should be signed by a program supervisor and may be completed through work with ACEF)
	<b>Proof of College Acceptance</b> (if you have not yet received this, any award you receive will be conditional upon proof of admission)

**APPLICATION CHECKLIST – Returning Applicants**

	<b>Completed Application Form</b> (4 pages, typed or neatly printed in blue or black ink)
	<b>Personal Essay</b> (1-2 pages, typed, double spaced, 12-pt Times New Roman font)
	<b>One (1) Letter of Recommendation</b> (this must be from a CURRENT teacher, coach, supervisor, etc)
	<b>Most Recent Official College Transcript</b> (photocopy is acceptable if signed by principal or guidance counselor)
	<b>Community Service Hours</b> (please document at least 40 hours of community service over your past year; these should be signed by a program supervisor and may be completed through work with ACEF)
	<b>Proof of College Enrollment</b> (This should be in the form of a letter from the registrar)