

# Virginia Business and Professional Women's Foundation



## Career Advancement Scholarship Application

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### INSTRUCTIONS TO APPLICANTS

Please read these instructions carefully. Be sure you meet all eligibility criteria. Scholarship applications (including all supporting materials) must be postmarked by April 1 and mailed to:

Career Advancement Scholarship Chair  
Virginia Business and Professional Women's Foundation  
P.O. Box 4842  
McLean, VA 22103-4842

Ineligible, incomplete or late applications will not be considered. Application materials will not be returned. Only scholarship recipients will be contacted—by June 30.

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**APPLICATION GUIDELINES:** The Career Advancement Scholarship Application is the umbrella for three scholarships each with distinct purposes and eligibility criteria. Please review the purpose, description and eligibility criteria of the three scholarships below and indicate on page 4 the specific scholarship you are applying for. You may indicate more than one scholarship if you are eligible; do not submit more than one scholarship application. No applicant will receive more than one scholarship and all decisions are at the discretion of the scholarship selection committee and the Virginia Business and Professional Women's (BPW) Foundation Board of Trustees.

**USE OF SCHOLARSHIP FUNDS:** Funds may be used only for classes beginning after the date the grant is awarded by the Virginia BPW Foundation Trustees, but must be used within the twelve-month period of the award. Prior recipients of the scholarship can be considered for a subsequent scholarship but must reapply to be considered; prior recipients will not be given special consideration.

**APPLICATION PROCESS:** All application material must be mailed together [note--incomplete applications will be discarded] to the chair of the Career Advancement Scholarship Chair and postmarked by April 1. All information provided will be regarded as confidential. Each applicant must complete the entire application form.

Applicant must provide:

- Completed application form
- Three letters of recommendation from non-relatives, including at least one work related and one scholastic (if not available, explain why not). Be certain all three letters of recommendation are current.
- Transcripts of all schooling within the last 10 year (but no further back than high school).
- Proof of Virginia Residence (copy of driver's license, voter registration card, a Virginia Tax Return or DMV identification card)
- Proof of US citizenship (copy of birth certificate, US passport, certificate of citizenship or naturalization, voter's registration card.) A photocopy of any of these documents is acceptable to accompany the scholarship application; however, applicant may be required to provide the original document for inspection prior to any funds being awarded. A driver's license is **not** acceptable.

**SELECTION CRITERIA:** Consideration will be given to the applicant's

- Financial need
  - Scholastic record
  - Educational goals
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## DESCRIPTIONS OF SCHOLARSHIPS

### **BUENA M. CHESSHIR MEMORIAL WOMEN'S EDUCATIONAL SCHOLARSHIP**

**PURPOSE OF THE SCHOLARSHIP:** The Buena M. Chesshir Scholarship is intended to provide financial assistance to increase the skill of mature women who are employed or seeking employment; increase the number of women qualified for higher-level positions; and help women achieve economic self-sufficiency. This scholarship is named in memory of Buena M. Chesshir, Past President of the Virginia Federation of the Business and Professional Women's Clubs, Inc. and founding President of the Virginia BPW Foundation.

**AMOUNT OF THE SCHOLARSHIP:** Awards will range from \$100 to \$1,000 for one year, based on financial need.

**ELIGIBILITY CRITERIA:** Each applicant must:

- Submit completed official application form postmarked by April 1
- Be a woman 25 years of age or older
- Not be a Virginia BPW Foundation Trustee, or related to a Trustee
- Be a citizen of the United States
- Be a resident of Virginia
- Be officially accepted to an accredited program or course of study at a Virginia institution
- Complete course of study within 2 years of August 1 following the application deadline (the scholarship may **not** be used for study at the doctoral level except for law and medicine)
- Demonstrate need for financial assistance to upgrade skills or education
- Have a definite plan to use the desired training to improve chances for upward mobility in the workforce.

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### **KAREN B. LEWIS CAREER EDUCATION SCHOLARSHIP**

**PURPOSE OF THE SCHOLARSHIP:** The Karen B. Lewis Career Education Scholarship is intended to provide financial assistance to girls and women pursuing post-secondary job-oriented career education, that is, training programs in business, trade and industrial occupations (this excludes education leading to bachelor's or advanced degrees).

**AMOUNT OF THE SCHOLARSHIP:** Awards will range from \$100 to \$1,000 for one year, based on financial need. Funds may be used for tuition, fees, books, transportation, living expenses and dependent care.

**ELIGIBILITY CRITERIA:** Each applicant must:

- Submit completed official application form postmarked by April 1
  - Be a woman 18 years of age or older
  - Not be a Virginia BPW Foundation Trustee, or related to a Trustee
  - Be a citizen of the United States
  - Be a resident of Virginia
  - Be officially accepted into an accredited training program or course of study in Virginia
  - Complete course of study within 2 years of August 1 following the application deadline
  - Demonstrate need for financial assistance to upgrade skills
  - Have a definite plan to use the training in a business, trade or industrial occupation.
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## **WOMEN IN SCIENCE AND TECHNOLOGY SCHOLARSHIP**

**PURPOSE OF THE SCHOLARSHIP:** The Women in Science and Technology Scholarship is intended to provide financial assistance to girls and women who are striving to enter or achieve higher-level positions in scientific and technical fields.

**AMOUNT OF THE SCHOLARSHIP:** Awards will range from \$500 to \$1,000 for one year, based on financial need. Funds may be used for tuition, fees, books, transportation, living expenses and dependent care.

**ELIGIBILITY CRITERIA:** Each applicant must:

- Submit completed official application form postmarked by April 1
  - Be a woman 18 years of age or older
  - Not be a Virginia BPW Foundation Trustee, or related to a Trustee
  - Be a citizen of the United States
  - Be a resident of Virginia
  - Be officially accepted to an accredited course of study at a Virginia college or university
  - Be majoring in one of the following fields: actuarial science, biology, bio-engineering, chemistry, computer science, dentistry, engineering, mathematics, medicine, physics or similar scientific and technical fields
  - Complete course of study and earn a bachelor's, master's or doctoral degree within 2 years of August 1 following the application deadline
  - Demonstrate need for financial assistance to further her education
  - Have a definite plan to use the education in a scientific or technical profession.
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**APPLICATION FORM**

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I am applying for the following scholarship(s) and meet all the eligibility criteria:

- † Buena M. Chesshir Memorial Women's Educational Scholarship
  - † Karen B. Lewis Career Education Scholarship
  - † Women in Science and Technology Scholarship
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1. Full Name: \_\_\_\_\_
2. Home Address: \_\_\_\_\_  
\_\_\_\_\_
3. Phone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_
4. Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Virginia resident? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Date of Birth: \_\_\_\_\_
7. What is your present occupation? \_\_\_\_\_
8. Name and mailing address of school you attend or plan to attend: \_\_\_\_\_  
\_\_\_\_\_
9. Is this program accredited? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, by whom? \_\_\_\_\_
10. Have you been accepted into this program? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Have you attended this institution in the past? Yes \_\_\_\_\_ No \_\_\_\_\_
12. What is your course of study? \_\_\_\_\_
13. What diploma/certificate do you expect to receive? \_\_\_\_\_  
When? \_\_\_\_\_
14. How many dependents will you be supporting (besides yourself)? \_\_\_\_\_ Ages: \_\_\_\_\_
15. Have you been a recipient of a BPW scholarship in the past? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which one? \_\_\_\_\_ When? \_\_\_\_\_
16. Do you have a high school diploma? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, do you have a GED? Yes \_\_\_\_\_ No \_\_\_\_\_
17. Will you have a job while you continue your education? Yes \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ No \_\_\_\_\_

18. Financial Statement

<b>ANTICIPATED INCOME/ASSETS FOR THE YEAR COVERED BY THIS SCHOLARSHIP APPLICATION (12-month period):</b>	
\$ _____	1. Yearly gross income earned from work solely by applicant
\$ _____	2. Yearly gross income earned from work by spouse
<b>Yearly untaxed income and benefits (not included in gross income above):</b>	
\$ _____	3. Social Security
\$ _____	4. Public assistance or welfare
\$ _____	5. Disability
\$ _____	6. Cash, savings and checking accounts, stocks, CDs, etc.
\$ _____	7. Child support, alimony
\$ _____	8. Yearly income/assistance from other sources such as: free housing; free childcare or other monetary support from relatives, friends, or organizations; etc.
\$ _____	9. Total amount of loans received
\$ _____	10. Total amount of grants, scholarship awards, or other financial aid received
\$ _____	<b>11. TOTAL ANTICIPATED YEARLY INCOME (Add lines 1-10.)</b>
<b>ANTICIPATED EXPENSES DURING YEAR COVERED BY THIS SCHOLARSHIP APPLICATION (12-month period):</b>	
<b>Yearly family living expenses:</b>	
\$ _____	12. Mortgage or rent, utilities, insurance
\$ _____	13. Food
\$ _____	14. Clothing
\$ _____	15. Private transportation
\$ _____	16. Public transportation
\$ _____	17. Health care and health insurance
\$ _____	18. Childcare or eldercare
\$ _____	19. Other (e.g., income taxes, personal property taxes)
<b>Yearly educational expenses:</b>	
\$ _____	20. Tuition and fees
\$ _____	21. Books and supplies
\$ _____	22. Other (e.g., on-campus room and board)
\$ _____	23. Dependent(s) enrolled in academic institutions
\$ _____	<b>24. TOTAL YEARLY EXPENSES (Add lines 12-23.)</b>

**The following three items should be submitted on separate paper:**

19. List education since high school.
20. List work experience with dates, titles, and brief description of responsibilities (not a resume).
21. Write a paragraph or two on each of the following:
  - A. Discuss your financial situation and commitments that lead you to seek additional funding.
  - B. Discuss how this course of study will affect your career and your goals.

I understand and agree that if awarded a scholarship, my name, program of study, school of attendance, and the name of the scholarship awarded will be publicized by the Virginia BPW Foundation, by means including but not limited to the following: website/internet, press release, newsletter, newspaper, and verbal announcement at Virginia BPW-related events. I further understand and agree that in addition to the information above, my contact information may be distributed internally to Virginia BPW members for networking and follow-up purposes.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The application must be postmarked by April 1 and submitted to:**  
**Career Advancement Scholarship Chair**  
**Virginia BPW Foundation**  
**P. O. Box 4842**  
**McLean, VA 22103-4842.**

**For more information about the VA BPW Foundation,**  
**check the BPW/VA Web Site: [www.bpwva.org](http://www.bpwva.org) and click on Foundation**

**Application Checklist**

- Completed application form
- Three letters of recommendation from non-relatives, including at least one work related and one scholastic (if not available, explain why not). Be certain all three letters of recommendation are current.
- Transcripts of all schooling within the last 10 year (but no further back than high school).
- Proof of Virginia Residence (copy of driver's license, voter registration card, a Virginia Tax Return or DMV identification card)
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