

Riverview Woman's Club Foundation, Inc. Scholarships
Central Hillsborough Chamber of Commerce Lennard Scholarships
2025 Scholarship Application Instructions

Application Deadline: Wednesday, February 19, 2025

**Please hand-deliver to your HS Counselor or be postmarked by the deadline.

Mail to: Riverview Woman's Club Foundation, Inc., 11705 Boyette Rd, #208, Riverview, FL 33569

NOTE TO SCHOOL COUNSELOR: If you have not already scheduled a pickup, please contact the Scholarship Chair by phone: 813-748-7595 or email scholarships@riverviewwomansclub.org

Step-by-Step Instructions:

Candidate Code (All Pages)

The scholarship selection process keeps the student's Personal details confidential until the selection process is complete. Personal details are collected on page 2 but are NOT shared with the reviewers or selection committee.

Please **ADD YOUR CANDIDATE CODE TO THE TOP RIGHT OF EACH PAGE.**

Your code is your date of birth (MM/DD/YYYY) followed by your initials – mmddyyyyXXX

Examples:

Someone named Amy Baker Cooper born January 1, 2006 would have a candidate code of: **#01012006ABC**

In the event there is no middle name, someone named Thomas Edison born on December 15, 2011 would have a candidate code of **#12152011TE**

Application

The Application page, page 2, is where all student identification and verification information are to be supplied.

Applicant Information: Please ensure that this information is complete and legible so you can be contacted in the event we need to contact you, your parent/guardian or your high school counselor.

Required Documents: Five documents must be included with your application for your application to be considered complete. Please include your candidate code on the top of each additional page submitted.

Applicant Statement/Essay: Max. 500-word statement about why you are deserving of consideration for a scholarship award.

Transcript Summary: Attach a copy of your High School Credits/Grades Transcript Summary preferably with details such as class rank and GPA. Available from your School Counselor

Current Proof of Residency: Attach proof of residency. A current copy of a utility bill is preferred. Do not submit anything with a photograph.

Financial Need Verification: If applying for financial need/hardship scholarship in section 2, page 3, provide tax return and if applicable, a statement describing financial hardship. Details in section 2.

Letters of Reference: Attach two (2) Letters of Reference from individuals not related to you.

Verification Statement: Every applicant must fill out and sign the verification statement. In addition, one parent/guardian or your high school counselor must sign the verification statement.

Applicant Statement - Section 1, Page 3

The four questions under Section 1, help the scholarship committee put you in the appropriate scholarship group(s). Put a checkmark in all statements that apply to you. If you are a child/legal dependent of a member of the Riverview Woman's Club or the Central Hillsborough Chamber of Commerce, provide requested information for your parent/guardian.

Financial Need Verification - Section 2, Page 3 - Optional

Complete Section 2 ONLY if you are applying for the financial hardship scholarship. Check the statement that you are applying for financial need scholarships and provide the information requested.

Parent/Guardian Information: Include name and address of parent/guardian(s) and their current employment situation including their annual income.

Total Number of Dependents Living in the Home: Identify the number of Adults and Children currently living in the household.

Financial Documentation:

- **Signed IRS 1040 Tax Return Form. (REQUIRED):** Provide copies of the first and second pages of the IRS 1040 Tax form without social security numbers
 - **Note:** If the parents/guardians file separately, please provide copies of the first and second pages of each parent/guardian's most recent 1040 Tax form without social security numbers.
- **Financial Hardship Letter (OPTIONAL):** You may submit a separate signed statement explaining any circumstances that will affect your family's yearly income (i.e. a job loss, away from the job market for health reasons, caring for a family member) and cause a financial hardship on the scholarship applicant.

College Application/Plans/Academics – Section 3, Page 4

State your plans for enrollment in an accredited College, University or Trade School

Please fill out which college you plan to attend along with potential major. We understand that you might not yet have responses from all your applications.

"State Your intended goal...": What is your goal? State your ideal school, major and how you would like to use that degree once it is achieved.

Example: I plan to enroll in USF for the fall semester and study business administration and graduate with my bachelor's degree before continuing to graduate school to become an elementary school teacher.

FAFSA

Will you be completing the FAFSA? Indicate whether you will be completing the FAFSA and if you are completing the FAFSA, indicate if you legally qualify to file as an independent student.

Academics

- **Weighted & Unweighted GPA:** This is found on your transcript summary, or your college & career counselor can help you.
- **Rank in Class & Class Size:** This is found on your transcript summary, or your college & career counselor can help you.
- **Composite ACT Score, Composite SAT Score and/or Composite CLT:** Please provide highest admission test scores for the tests you have taken and mark the others N/A. If applying for a Trade School Scholarship put N/A in the blanks.

- **Dual Enrollment:** Have you been dual-enrolled at a community college while attending high school? Indicate how many credits you anticipate by the time you graduate from HS as well as whether you will be graduating with your Associate of Arts degree.
- **High School Special Programs:** Please let us know if you are enrolled in a high school magnet, IB, AP Scholar, AICE or Industry Certification program and the program name. Additional information may be provided on a separate sheet.
- **Bright Futures Eligibility:** Please indicate if you are eligible or might be eligible for Bright Futures and at what level you are eligible.

Community Service /Volunteer/Work Experience Hours (Section 4, Page 4)

- **Total Work Experience Employment/Hours Towards Bright Futures:** The hours should reflect a total for all work hours for all 4 years of HS. The detail grid should reflect one entry for each employer.
- **Total Community Service/Volunteer Hours Towards Bright Futures:** The hours should reflect a total of all volunteer or community services for all 4 years of HS. The detail grid should reflect one entry for each organization where you volunteered.
- Summer hours count towards the next grade.
- Attach a separate sheet if additional space is needed. Include your candidate code in the upper right corner.

Detail Grid Example:

<u>Organization</u>	<u>Location</u>	<u>Role</u>	<u>Hours</u>	<u>Total Grade</u>	
XYZ Company	Riverview	Asst Cashier	250	10	← Work Example
Food Bank	Brandon	Food Packer	50	10	← Volunteer Example
ABC Retailer	Brandon	Cashier	535	11, 12	← Work Example
Riverview Library	Riverview	Reader at Kids Hour	110	11, 12	← Volunteer Example

School-Related Academic Activities (Section 5, Page 5)

List the school-related academic activity along with role, any awards and grades participated.

- Examples of school-related academic activities would be those that relate to an academic subject. For instance, the Arts (Band, Orchestra, Dance, Chorus), Debate Team, Math Club, JROTC, language clubs, and National Honor Society.
- Only fill out those blanks, where applicable to you. Attach a separate sheet if additional space is needed. Include your candidate code in the upper right corner.

Detail Grid Example:

<u>Activity</u>	<u>Organization</u>	<u>Roles, Award, Leadership</u>	<u>Grade</u>
Violinist	Orchestra	Member, First Chair	9, 10, 11, 12
All	Nat'l Honor Society	Member, Secretary, Leadership Award	10, 11, 12
All	French Club	Member, Historian	10, 11

School-Related Extra-Curricular Activities (Section 6, Page 5)

List the school-related extra-curricular activity along with role, any awards and grades participated.

- Examples of school-related extra-curricular activities would be those that relate to an academic subject. For instance, Sports (football, volleyball, soccer, golf, tennis wrestling), and Student Government.
- Only fill out those blanks, where applicable to you. Attach a separate sheet if additional space is needed. Include your candidate code in the upper right corner.

Detail Grid Example:

<u>Activity</u>	<u>Organization</u>	<u>Roles, Award, Leadership</u>	<u>Grade</u>
Goalie	JV Soccer	Member	09.10
Spirit Week	Student Government	Member, Volunteer	10, 11
Goalie	Varsity Soccer	Member, Team Captain, Letter	11, 12

Non-School Related Civic/Community/Family Responsibility Activities (Section 7, Page 5)

List the non-school Civic/Community/Family Responsibility activity along with role, any awards and grades participated.

- Examples of Non-school related Civic/Community/Family Responsibilities activities would be those that relate to activities outside of school. Includes any church or worship place, civic events such as with the local chamber of commerce. Also include any major daily home responsibilities such as caring for siblings after school while parents are working.
- Only fill out those blanks, where applicable to you. Attach a separate sheet if additional space is needed. Be sure to include your candidate code in the upper right corner.

Detail Grid Example:

<u>Activity</u>	<u>Organization</u>	<u>Roles, Award, Leadership</u>	<u>Grade</u>
Board Mtgs	Youth Adv Council	Board Member	09.10
Usher	XYZ Church	Usher @ Sunday Svc	10, 11
Holiday Parade	Brandon Chamber	Assist with Crowd Control	12
Caregiver	Home	Caring for 3 siblings after school while parents work.	11, 12