

STEP FORWARD SCHOLARSHIP FUND APPLICATION FORM

PICK YOUR DESIRED EDUCATION PROGRAM—THREE OPTIONS:

- **Full year 2024 – 2025 degree program:** complete and submit the attached form plus documentation described below by **May 1st, 2024.**
- **Second semester (spring) and/or summer school** for 2024 – 2025: complete and submit the attached form plus documentation described below by **November 1, 2024.**
- **Individual courses or training** to further your education: contact the Step Forward Scholarship Committee at any time at 4GCStepforward@gmail.com.

WHAT STEPS DO I TAKE NEXT TO APPLY FOR A SCHOLARSHIP?

1. Fill out the application form below completely.
2. Write a short personal statement (about 1 typewritten page, double-spaced) about your educational and career goals that will be assisted by a SF Scholarship Award.
3. Send in your application. You have 2 ways to do this:
 - a. Fill out the PDF form below and email to 4GCStepforward@gmail.com.
 - b. Print the completed PDF, place in envelope, and drop it into the Members Box near the reception desk at the GC Clubhouse.
 - c. Need help with applying? Contact the Mentoring Committee at gcstepforwardmentoring@gmail.com.

[YOUR INFORMATION PROVIDED WILL BE HELD CONFIDENTIAL AND ONLY USED BY THE SCHOLARSHIP COMMITTEE AND THE SFSF BOARD TO DETERMINE ELIGIBILITY FOR AWARDS]

HOW CAN I CREATE A SUCCESSFUL APPLICATION?

1. Please provide **all** information requested on the form. Forms missing information will be returned with a new deadline for completion.
2. The Scholarship committee will contact you via email when your application is received. Please respond quickly, using email, not text.

3. The Chair of the Scholarship committee will then contact you to set up a time for a short interview. At that time, you will be asked to consent to a photo of yourself.
4. If you receive an award, you may request help from an SFSF mentor during your school term. Areas of assistance include filling out school applications, writing resumes, finding internships, and other educational questions. Please email gcstepforwardmentoring@gmail.com.
5. Once you have been accepted into your educational institution or program, please provide written proof from that institution. SFSF will pay the educational institution directly or reimburse you for expenses that you have paid directly (you will need to turn in your receipts).
6. Your award (or your dependent's) is contingent on having been employed by the Governors Club for at least nine months as well as maintaining your current employment.
7. At the end of your school enrollment, please submit a report to the Scholarship Committee within one month. The report should contain the following information: a. the high points of your year; b. what didn't go as expected c. what learning took place; d. how the scholarship helped you during the year; and e. the most enjoyable experience during your schooling. Please keep the report under 500 words (less than one typewritten page). Email it to 4GCStepforward@gmail.com.

WHAT WILL THE SCHOLARSHIP COMMITTEE THINK ABOUT IN CONSIDERING AN AWARD FOR ME?

- Educational plans and goals
- Field of study or career path
- Prior academic success
- Personal character
- Financial need
- Examples of leadership and community service
- Quality of your personal statement
- Quality of your interview
- Reference letter(s)

WHAT GOVERNORS CLUB EMPLOYEES QUALIFY?

- You need to have been employed for **nine months** for you or your dependent (your child or legally adopted individual) to qualify.
- You must be working full time or available to work part time (averaging approximately 20 hours per week).
- The GC Chief Operating Officer and contract employees are not eligible for this plan.

I'M IN THE MIDDLE OF MY SCHOOL TERM. SHOULD I DO ANYTHING ELSE?

- Complete your program for the period of the award. Upon completion, submit a written report (see above) within one month to the Scholarship Committee chair. • Notify the Scholarship Committee chair immediately of any changes in your graduation status, your program, or your school. If you transfer from one undergraduate institution to a new one, please provide a transcript from the former institution.
- Continue your employment at the Governors Club.

I'M A FIRST-TIME APPLICANT

(If you are a **GC employee** or a **dependent of a GC employee**, fill out this section for yourself or your parent who is employed at the Governors Club.)

Last Name First Name Middle Initial

Street Address

City State Zip Code

Home Phone Cell Phone

Email Address

Date Parent

Was Hired at GC

Number of hours per work-week

Department where parent works and supervisor name

DEPENDENT INFORMATION (GC EMPLOYEES—SKIP THIS SECTION)

Last Name

First Name

Middle Initial

Street Address

City

State

Zip Code

Home Phone

Cell Phone

Email address

Date of Birth (xx/xx/xxxx format)

Name of High School(s)--First to Last Attended

Date of High School Graduation (xx/xx/xxxx)

Date of your GED, if applicable (xx/xx/xxxx)

List education/degree after school Institution Name Dates Attended high school

Name of teacher or employer familiar with your school or work performance Contact Email

(Scholarship Chair Uses for Recommendations)

TELL US ABOUT YOUR EDUCATIONAL PLANS:

- Prepare and attach to your application a personal statement (500 words or less) about your educational/career goals that will be aided by a SF Scholarship Award.

Name of College/Institution You Will Attend

Accepted? (Yes or No)

- If accepted, **attach a copy of your acceptance document** to this completed application.

If Not Yet Accepted, List Date When You Expect to Receive Notification

What Is Your Enrollment Status for the Application Year? Check One.

Freshman Sophomore Junior Senior

Graduate Other-Vocational

What period of enrollment are you asking SF to fund?

Fall Term Spring Term Fall and Spring Other—Describe

Your Status:

Part Time Student Full time student

Intended or current major

PLEASE PROVIDE FINANCIAL INFORMATION FOR US:

Have you or will you apply for financial aid from your intended institution?

Yes No

Have you already received a stipend from that institution? If yes,

(Dollar Amount Received)

Cost of attendance for the year or term you will attend (tuition, fees, books, software, etc.) _____

List additional expenses (travel room/ room and board, etc.) _____

How much support are you requesting (\$500 to \$7,000)? _____

Do you intend to use student loans to pay for your education?

_____ _____
Yes No

How much in student loans do you owe as of today? _____

If you receive an SF Scholarship Award, how will you use it? _____

What were your earnings in 2024? _____ (check your W-2)

Anticipated earnings in 2024 – 2025 while you are in your educational program:

What is your estimated household income (check your prior year tax return)

Number of people living in the household:

Applicant is a (check one):

_____ _____

GC Dependent GC Employee

I'VE RECEIVED AN SF SCHOLARSHIP AWARD IN THE PAST. HOW CAN I GET SUPPORT FOR MY UPCOMING YEAR OF STUDY?

•Simply fill out the section below.

_____ _____ _____
Last Name First Name Middle Initial

Street Address

City State Zip Code

Home Phone Cell Phone

Email address

Have you or will you apply for financial aid from your intended institution?

Yes No

Have you already received a stipend from that institution? If yes,

(Dollar Amount Received)

Cost of attendance for the year or term you will attend (tuition, fees, books, software, etc.) _____

List additional expenses (travel room/ room and board, etc.) _____

How much support are you requesting (\$500 to \$7,000)? _____

Do you intend to use student loans to pay for your education?

Yes No

How much in student loans do you owe as of today? _____

If you receive an SF Scholarship Award, how will you use it? _____

What were your earnings in 2024? _____ (check your W-2)

Anticipated earnings in 2024 – 2025 while you are in your educational program:

What is your estimated household income (check your prior year tax return)

Number of people living in the household:

Applicant is a (check one):

_____ _____
GC Dependent GC Employee

- Please supply a current transcript from your college or institution.
- Make sure your prior year report has been submitted to the head of the Scholarship Committee.

CERTIFICATION STATEMENT:

- I certify that the information I have provided on this document is complete and accurate to the best of my knowledge. I agree to provide additional information if requested by the Scholarship Committee chair.

Sign or type your signature
(Parent/Guardian signature
If applicant is a dependent)

Date: (xx/xx/xxxx)

TAX INFORMATION (SEE EMAIL ABOVE FOR MENTORING ASSISTANCE ON THIS)

- It is the sole responsibility of the award recipient to file with the IRS the financial support provided from the Step Forward organization.
- In most cases, SF awards are non-taxable under Federal Law and IRS regulations **if** these funds support **accredited** education. It is the recipient's responsibility to determine whether the scholarship is taxable or not and to report income accordingly on his/her personal tax returns.
- The IRS regulations state the following:
 - If you receive a scholarship, a fellowship grant, or other grant, all or part of the amounts you receive may be tax-free. You must meet the following conditions:
 - You must be a candidate for a degree at an educational institution that maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where it carries on its educational activities; and
 - The amounts you receive are used to pay for tuition and fees required for enrollment or attendance at the educational institution; or for books, supplies, and equipment required for courses at the educational institution. Items considered **taxable** include travel to your institution or room and board. **Exception:** if room and board are REQUIRED for enrollment at a private institution, this may be considered non-taxable.

CHECKLIST—HAVE YOU:

- Filled out this form completely and submitted it by the **due date**?
- Responded promptly to an email from the SF Scholarship Committee?
- Attached proof from your institution if you have been accepted?
- Attached your personal statement (or transcript if required)?

READY, SET, GO!

