

**THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION**

**TRADE, VOCATIONAL AND TECHNICAL SCHOOL**

**APPLICATION FOR SCHOLARSHIP**

1. Name \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Email \_\_\_\_\_
4. Street Address \_\_\_\_\_
5. City/State/Zip \_\_\_\_\_
6. Home Telephone Number \_\_\_\_\_
7. Cell Telephone Number \_\_\_\_\_
8. School Presently Attending \_\_\_\_\_
9. Please list the trade, vocational and technical school(s) that you have applied to or intend to apply to for admission in 2018:  
  
First Choice \_\_\_\_\_  
  
Second Choice \_\_\_\_\_  
  
Third Choice \_\_\_\_\_
10. What is your intended major or course of study? \_\_\_\_\_
11. On a separate, typed 8 ½” x 11” sheet, please list and describe the following information (as applicable) in the following order:
  - a. School activities (sports, clubs, offices, awards and other extra-curricular activities)
  - b. Community activities with which you have been involved
  - c. Employment history
  - d. Noteworthy service to school or family

Please do not submit more than one 8 ½ x 11 page for this requirement.

12. Additional items to be included with this application:

- a. Official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2018
- b. Two letters of recommendation, one school-based and one non-school based
- c. Narrative Statement
- d. Refer to the Robert and Joyce Oberkotter Family Foundation Trade, Vocational and Technical School Scholarship Criteria/Requirements for specific requirements regarding the letters of recommendation and Narrative Statement

**All scholarship submissions must be must be received by the Foundation no later than February 1, 2018. Incomplete or late submissions will not be considered by the Foundation. Please refer to the Robert and Joyce Oberkotter Family Foundation Trade, Vocational and Technical School Scholarship Criteria/Requirements for detailed and specific requirements for the timely submission of all application materials.**

**Submissions must include five (5) copies of the fully completed application and five (5) copies of all of the items required in number 12 above. Please collate each set such that the application and attachment are on top, followed by the additional items required in number 12 above, in the order listed above. The sets will be distributed to each Director of the Foundation for review, so you should be submitting five (5) complete sets. Please mail all five (5) collated, complete sets of application material in one (1) single envelope. Please be sure to mail your submission well in advance of the due date to insure that it is received by the Foundation on or before February 1, 2018.**

**All submissions must be made only to the following address:**

**The Robert and Joyce Oberkotter Family Foundation  
P.O. Box 45  
Newport, New Hampshire 03773**

**Please note that emailed or faxed application materials, incomplete applications and applications with less than five (5) complete, collated sets of application materials will not be considered.**

**Questions regarding this scholarship should be directed to your high school guidance/college counselor or you may email your questions to [inquiries@oberkotterfamilyfoundation.org](mailto:inquiries@oberkotterfamilyfoundation.org).**

**THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION  
TRADE VOCATIONAL AND TECHNICAL SCHOOL  
SCHOLARSHIP CRITERIA/REQUIREMENTS**

1. The Scholarship Award

**The Foundation intends to award scholarships in the amount of \$3,500 each to one or more students from each of the eligible high schools listed below based on the quality of the applications. This scholarship is not based on financial need, nor is it based primarily on academic merit. Applicants who are awarded scholarships in the spring of 2018 will be eligible to reapply for further scholarship funding for every year that they are enrolled in post-secondary school, including a future four year college or university and graduate or professional school.**

Scholarship applicants and their high schools will be notified about scholarship award decisions in late April, 2018. Please do not contact the Foundation regarding the status of your application unless you have not received a letter from the Foundation by April 30, 2018. The Foundation may send these letters by mail or email.

2. Eligible High Schools

Full-time high school seniors in good standing attending (i) Fall Mountain Regional High School, (ii) Kearsarge Regional High School (NH), (iii) Kimball Union Academy (NH), (iv) Mid-Vermont Christian School (VT), (v) Mount Royal Academy (NH), (vi) Newport Middle High School (NH), (vii) Stevens High School (NH), (viii) Lebanon High School (NH), (ix) Mascoma Valley Regional High School (NH), (x) Windsor High School (VT), (xi) Proctor Academy (NH) (xii) The Block Island School (RI), (xiii) Claremont Christian Academy (NH), (xiv) New England Classical Academy (NH), (xv) Hartford High School (VT), (xvi) Springfield High School (VT), (xvii) Sunapee High School (NH), and (xviii) Hanover High School (NH), are eligible to apply. Each applicant must be on track to graduate from high school by June 30, 2018 and to enroll in a post-secondary educational institution in the fall of 2018, and must provide a transcript or other official high school document evidencing anticipated graduation by June 30, 2018.

3. Criteria

Eligible applicants shall demonstrate two or more of the following:

- (a) Strong moral and ethical character;
- (b) Service to school, community and/or family;
- (c) Part-time work;
- (d) Extra-curricular activities; and/or
- (e) Sports participation.

#### 4. Eligible Post-Secondary Institutions

Applicants for this scholarship must intend to enroll in an accredited trade, technical or vocational school, or similar post-secondary educational institution in the fall of 2018.

If an applicant intends to apply to trade, vocational or technical schools as well as traditional four year colleges or universities, the applicant should apply for the College Scholarship. Please see your school guidance counselor to obtain these application materials or email [inquiries@oberkoterfamilyfoundation.org](mailto:inquiries@oberkoterfamilyfoundation.org) to request them.

#### 5. Application Components

(a) Application: Each applicant must complete the attached application in full. All applications must be typed. Handwritten submissions will not be considered.

(b) Letters of Recommendation: Each applicant will be required to submit **two (2)** letters of recommendation. **One** shall be from an educator in the high school that the applicant is presently attending or from an individual who supervises the applicant's sports participation or an extra-curricular activity in school, and **one** shall be from a family friend, employer, pastor, outside activity advisor or leader, or other such individual who is not involved with the applicant's education, school sports or school extra-curricular activities, and is not employed in any capacity by the applicant's high school.

Each letter of recommendation should:

- (i) be signed by the person providing the recommendation;
- (ii) include the name, address, email address and telephone number of the person providing the recommendation;
- (iii) describe the characteristics of the applicant that exemplify the eligibility criteria of the scholarship and provide one or more specific examples or anecdotes; and
- (iv) be included with the applicant's submission.

Recommendations should not be sent separately or directly by the person providing the recommendation. Recommendations need not be in separate or sealed envelopes, unless required by the recommender, but must be physically included in the envelope with the rest of the application. Recommendations received separately by the Foundation will be disregarded and the applicant's submission will be deemed incomplete.

Applicants should provide a copy of these specific recommendation requirements to the people providing the recommendations. The Foundation reserves the right to contact any or all of the individuals providing recommendations.

(c) Narrative Statement: Together with the completed application and the two letters of recommendation, each applicant shall submit a typed narrative response to each of the following questions. Each response should be at least one full paragraph, and the entire Narrative Statement with all of the responses should be no more than one (1) full page.

- i. What do you plan to study and what job or career will this prepare you for?
- ii. What led you to choose this course of study and the future job or career?

(d) Official School Transcript: Submit an official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2018.

## 6. Application Procedures

Each applicant must submit **five (5)** full copies of the entire application, which includes the application form, attachment to application form, transcript, letters of recommendation and Narrative Statement, **collated in that order**. Each set of copies will be read and reviewed by a separate member of the Foundation's Board of Directors, and any incomplete or uncollated application sets will not be considered.

## 7. Deadline for Submission

Completed applications must be **received** by the Foundation no later than **February 1, 2018**. Completed applications should be **mailed only** to the following address:

The Robert and Joyce Oberkotter Family Foundation  
P.O. Box 45  
Newport, New Hampshire 03773

**Emailed or faxed applications will not be accepted. Submissions received after February 1, 2018 will not be considered, regardless of the date the submission was mailed.** We encourage students to use Fed Ex, UPS, Priority Mail or other mail service which provides the ability to for the sender to confirm receipt and to track the package.

## 8. Receipt of Scholarship Funds

Scholarship awards will be made directly to the institution in which the recipient enrolls for the fall, 2018 term. Scholarship recipients will be required to provide a mailing address for the bursar's office of the college in which they are enrolling. **In the event that any scholarship recipient does not provide adequate evidence of enrollment for the fall, 2018 term, or provide mailing information for the school by the due date indicated in the scholarship award letter, the scholarship to that recipient may be revoked at the election of the Foundation.**

9. Please carefully note the following:

- Incomplete applications will not be considered
- Five (5) complete sets including all of the components of the application must be mailed together in one envelope; components, such as recommendations or transcripts, mailed separately to the Foundation will not be considered and will render the application incomplete
- Submissions that do not include five (5) complete, collated sets of application materials will be deemed incomplete and will not be considered – each collated set is given directly to a foundation director for review; the Foundation is not responsible for photocopying or collating application material to be provided to the directors
- Submissions received after February 1, 2018 will not be considered regardless of post-mark or mailing date; applicants may not satisfy the due date requirement by emailing or faxing the application or any components of the application; please plan accordingly – **five (5) collated, complete sets of applications materials in one large envelope must be in the Foundation’s mailbox on or before February 1, 2018**
- Be sure to provide current contact information in case the directors have any questions while reviewing your application; **please provide (i) a valid and regularly checked email address and (ii) a regularly checked telephone or cell phone number with voice mail; If we need additional information, or if we need to communicate with you for any reason, we may choose to call or use email, so we must have both a phone number and an email address**
- Any inquiries or other correspondence regarding the scholarship or application procedures must come from the school guidance office or from the applicant only, not from the applicant’s parents; all such inquiries should be directed to [inquiries@oberkotterfamilyfoundation.org](mailto:inquiries@oberkotterfamilyfoundation.org); please allow five (5) business days for your inquiry to be answered, and please follow up if you do not hear back within five (5) business days
- The Foundation is made up of an all-volunteer board. **PLEASE MAKE IT EASY FOR THE DIRECTORS TO CONSIDER YOUR APPLICATION ON ITS MERITS BY FOLLOWING ALL THE APPLICATION PROCEDURES PRECISELY**