

APPLICATION INSTRUCTIONS

1. The application form may be filled in electronically (preferred method) or printed and completed manually (in which case the form must be scanned to an electronic file for submission purposes).
 - a. Electronic Filing: Download the form, from the website, to your computer.
 - b. Manual Filing: Print the form from the website.
2. All applicable fields must be filled in, all questions accurately answered, all applicable attachments provided, and all essay requirements satisfied in order to ensure your scholarship eligibility is not adversely affected. Leave no blank fields or unanswered questions.
3. After completing the application, save under this filename format:
FundAppl-YOURFULLLASTNAME.doc
and submit via e-mail to emory47@verizon.net.
4. Should you have questions or need assistance, please do not hesitate contacting Bernard Woods at [410-491-0208](tel:410-491-0208).
5. All application entries not specifically addressed hereunder are considered obvious, and require no explanation:
 - a. **Scholarship Eligibility:** Only direct descendants are eligible for scholarship awards.
 - b. **Enrollment Verification/Certification:** This must be provided to be eligible for scholarship awards. Most schools provide methods to immediately access the enrollment verification status electronically via their web site. Otherwise, the enrollment status may be easily and immediately obtained from the National Student Clearing House. In the unlikely event you encounter any problems, contact your registrar's office for assistance. Freshman can provide their official commitment letter in-lieu-of the enrollment verification.
 - c. **Student Standing:** Neither your student, academic, nor social standing affect your eligibility. However, if you answer yes to any of the 3 applicable questions you must provide a concise explanation that provides information on reasons, resolutions, and current status. Failure to honestly respond to these questions and as applicable provide explanations may adversely affect your scholarship eligibility.
 - d. **Essay:** Your essay may be typed directly on the form or provided as an attachment to the form. It must be a minimum of 175 words, but not to exceed 500 words. It should include, as a minimum, information on:
 - i. both your academic and career interest
 - ii. your specific goals for the upcoming academic year
 - iii. areas you intend on improving on or focusing on during this academic year
 - iv. how family best supports your current goals
 - v. how, in the future, you intend on giving back to both family and community