



School of Continuing Education
Eastern Illinois University
600 Lincoln Avenue
Charleston, Illinois 61920

TO: Alpha Sigma Lambda Chapter Councilors

FROM: Pamela Collins, Executive Director

RE: 2012-13 Scholarship Application Materials

Alpha Sigma Lambda is pleased to announce that for the 2012-13 academic year, it will grant a total of nine \$1700 scholarships.

Applications must be postmarked by March 15, 2012.

INSTRUCTIONS:

- **Each chapter may nominate and forward no more than two applications.** Though only two nominations can be submitted to the Home Office, the chapter may select those from as large an application pool as desired.
- Applicants must be currently attending classes at your institution but do not have to be inducted members of the chapter.
- Any courses in which the student is enrolled at the time of the application **may not** be counted toward the 30 hour requirement.
- The student should complete the student packet, write a personal statement, secure a letter of recommendation from a faculty member, request an official transcript be sent to the Chapter Councilor and give the completed packet to the Chapter Councilor for verification and mailing.
- The Chapter Councilor is asked to verify the student's GPA, hours attempted and earned and the validity of the faculty recommendation on the checklist. This checklist is to be used as a cover sheet for each application packet. **Applications, which do not have a cover sheet, are disqualified from consideration. In addition, missing or late items or items mailed to an incorrect address may result in disqualification.**
- Please paper clip together all items for each applicant.
- One copy of an official transcript should be submitted in a sealed envelope. Copies will be made at the Home Office.
- It is strongly recommended that you keep a copy of the completed application in your files.
- Notification of awards will be in late May 2012.

We appreciate your valuable assistance. Please feel free to contact us with questions about any portion of this process. We can be reached at (217) 581-7106 or you can e-mail Janet Vaughan at alsiglam@eiu.edu.

Mail complete application packages to:

Alpha Sigma Lambda National Office
School of Continuing Education
Eastern Illinois University
600 Lincoln Avenue, 2209 Blair Hall
Charleston, IL 61920



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Scholarship Grant Guidelines

1. Principles

- a. Scholarships will be made to adult students in continuing higher education based on scholarship, leadership, the clarity and content of their personal statement, strength of recommendation, and need.
- b. Funds will be disbursed to the student and made payable to the student and the university/college
- c. Maximum award per individual will be determined each year.

2. Eligibility - (previous recipients may not reapply)

Applicant must:

- a. Attend an institution with an active Alpha Sigma Lambda chapter and may be nominated by that chapter, but does not have to be chapter member.
- b. Be 24 years of age or older
- c. Be matriculated in a program leading to the baccalaureate or associate's degree, not graduate level.
- d. Have completed 30 graded semester hours (or equivalent) in institutional coursework by the completion of the fall semester or winter quarter at the institution in which presently enrolled with a cumulative G.P.A. of at least 3.2 on a 4.0 scale.
- e. Demonstrate financial need for the current academic year at the institution where the student is currently enrolled.
- f. Complete the application in the required format and submit it to the Chapter Councilor with sufficient lead time for verification.

3. Non-Discrimination Policy

No applicant will be denied eligibility for a Scholarship Grant on the basis of race, creed, color, sex or national origin.

4. Conflict of Interest Policy

No relative or member of the household of any ASL Society Chapter Councilor, Society Board Member or Director or Scholarship Selection Committee Member will be eligible for a Scholarship Grant.

5. Procedures

- a. Applicants must submit the application form, one official transcript of their academic record at their current institution, a personal statement, and one letter of recommendation from a faculty member.
- b. Each ASL chapter may nominate and forward no more than two candidates.
- c. Following review of applications based on criteria previously determined, scholarship award decisions will be made on the basis of total points assigned by a Selection Committee.



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SELECTION COMMITTEE GUIDELINES

APPLICATION REVIEW CRITERIA

a. Scholarship* based on grade point average for hours graded and earned as follows:

3.20 – 3.399	1 point
3.40 – 3.599	2 points
3.60 – 3.799	3 points
3.80 – 4.0	4 points

*plus 1 point for 60 semester or 90 quarter hours or more graded and earned at the current institution

*plus 1 point if student has been inducted into Alpha Sigma Lambda

*maximum points = 6

b. Personal statement (1 to 10 points)

- academic achievements
- career aspirations
- personal observation
- financial need
- listing of leadership activities
- brief description of activities

c. Recommendations by faculty (1 to 5 points)

- appraisal of personal qualities/challenges
- appraisal of overall promise as a student and graduate
- appraisal of student's commitment to completing their degree
- appraisal of overall promise to their chosen profession
- personal observations/comments

The recommendation might include the following observed behaviors by the faculty member:

- Leadership
- Service to Community
- Service to College/University
- Attitude/Commitment
- Personal Management Skills
- Communication Skills
- Scholastic Effort
- Financial Need, Personal Qualities, Challenges

Total points for each applicant compiled from all members of the Selection Committee will be compared. Those with the highest totals will qualify for the grants. Decisions by the Selection Committee are final.



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Scholarship Application Checklist

Each final scholarship application submitted to the ASL Home Office must include the following materials.

- Cover Sheet must be completed and signed by the Chapter Councilor
- Student's Application
- Student's Personal Statement
- Faculty Recommendation
- Official Student Transcript in a **sealed** envelope **(Copies issued to students cannot be accepted)**

Missing items, items submitted in other than the specified format, or items sent to an incorrect address may result in disqualification of the application. Complete packets must be mailed to the Home Office address **postmarked by March 15, 2012**. Postmarks dated after the specified date will be disqualified.

Questions? Please e-mail Janet Vaughan at alsiglam@eiu.edu or call at 217-581-7106.

Please mail complete packets to the address below:

**Alpha Sigma Lambda Honor Society
School of Continuing Education
Eastern Illinois University
600 Lincoln Avenue, 2209 Blair Hall
Charleston, IL 61920**



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Eastern Illinois University
600 Lincoln Avenue
Charleston, Illinois 61920

This is an example of a letter that might be sent to qualifying students at your institution. Please feel free to adapt it to your specific institution and chapter. It is offered only as a tool to assist you in informing qualified students of this scholarship opportunity.

(Thanks to Baldwin-Wallace for the original example.)

Date

Dear Lifelong Learning Student (or title as appropriate for your institution):

Alpha Sigma Lambda which has its (Chapter Name) Chapter at (Name of your Institution), is offering a total of eight scholarships of \$1600 each for the 2010-11 academic year. You do not have to be a member of the Alpha Sigma Lambda chapter to be eligible to apply. Each college with an Alpha Sigma Lambda chapter may submit two applications. There are currently over 300 chapters in the U.S. but less than half of them submit applications.

You are being contacted because you have met the minimum requirements to apply. The scholarships are available only for students with at least a full calendar year of work needed to complete their undergraduate degree. This may include taking classes on a part-time basis. If you wish to submit an application, please contact my office (list phone number here) or (alternate phone number here) right away for the necessary forms. All parts of the application must be handed in together to the (name of your office or department) no later than (set a date that will allow the chapter councilor and/or committee at your chapter sufficient time to review all applications and choose only 2 for submission to the National Office). A local decision will be made if there are more than two requests.

In addition to the criteria mentioned above, a statement of leadership experiences by the student and a letter of recommendation from a faculty member are needed and will be evaluated on a comparison basis. Financial need will be considered but will not be a primary factor since the basis of this scholarship is for recognition of outstanding adult learners

This is an opportunity which could be beneficial to you, and I encourage you to examine the application procedures to determine if it is appropriate for you.

Sincerely,

Councilor Name
Councilor Title at Institution