SCHOLARSHIP APPLICATION MATERIALS

FOR ALPHA SIGMA LAMBDA CHAPTER COUNCILORS

Alpha Sigma Lambda is pleased to announce that for the 2020-21 academic year it will grant a total of fourteen (14) $3600 scholarships.

Applications must be postmarked by April 30, 2020.

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 24-credit 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 or submitted electronically by the institution's records office to the Chapter Councilor.

- It is strongly recommended that you keep a copy of the completed application in your files.

- Notification of awards will be sent upon completion of the scholarship process.
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)
   Applicants must:
   a. Attend an institution with an active Alpha Sigma Lambda chapter and may be nominated by that chapter, however the applicant does not have to be a chapter member.
   
   b. Be matriculated in a program leading to the baccalaureate or associate degree, not graduate level.
   
   c. Have completed 24 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.
   
   d. Demonstrate financial need for the current academic year at the institution where the student is currently enrolled.
   
   e. 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 based on race, color, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability unrelated to program performance, veteran status or genetic or family medical history for a Scholarship Grant based on 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 current institution academic record, a personal statement, and one letter of recommendation from a faculty member to the institutional chapter councilor.
   
   b. Each ASLHS 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 based on total points assigned by a Selection Committee.
ALPHA SIGMA LAMBDA

SELECTION COMMITTEE GUIDELINES

APPLICATION REVIEW CRITERIA

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

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.20 – 3.399</td>
<td>1</td>
</tr>
<tr>
<td>3.40 – 3.599</td>
<td>2</td>
</tr>
<tr>
<td>3.60 – 3.799</td>
<td>3</td>
</tr>
<tr>
<td>3.80 – 4.0</td>
<td>4</td>
</tr>
</tbody>
</table>

*plus 1 point if student has been inducted in Alpha Sigma Lambda
*plus 1 point for 60 semester or 90 quarter hours or more graded and earned at the current institution
*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.
Each final scholarship application submitted to the ASLHS Home Office must include the following materials. **ALL REQUIRED APPLICATION DOCUMENTS MUST BE SUBMITTED TO THE ALPHA SIGMA LAMBDA INSTITUTIONAL CHAPTER COUNCILOR.**

- Cover Sheet must be completed and signed by the Chapter Councilor (Pg. 4 of this packet)
- Student’s Application
- Student’s Personal Statement
- Faculty Recommendation (Please note: may be submitted electronically to the institutional chapter councilor at the request of the applicant)
- Official Student Transcript in a **sealed** envelope (Copies issued to students cannot be accepted) or submitted electronically directly from the institution's records office to the institutional chapter councilor.

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 (below) postmarked by **April 30, 2020**. Postmarks dated after the specified date will be disqualified.

We appreciate your valuable assistance. For questions, please contact Robin Rennels at (217) 581-7106 or by e-mail at alsiglam@eiu.edu.

**Please mail complete packets to the address below:**

**Alpha Sigma Lambda Honor Society**  
**Eastern Illinois University**  
**School of Extended Learning**  
**600 Lincoln Avenue, 2209 Blair Hall**  
**Charleston, IL 61920**
ALPHA SIGMA LAMBDA

Checklist for Chapter Review • 2020-21 Scholarship Awards

1. Institution ____________________________________________________________

Chapter name __________________________________________________________

2. Nominating ____________________________________________________________ (student name)

3. I have verified that the total completed hours graded and earned at our institution is ______ quarter or ______ semester hours (not including transfer hours, assessment hours, CLEP credit and the like and not including any courses in which the student is currently enrolled). (Please fill in carefully to ensure student’s eligibility is clear.)

4. I have verified the cumulative grade point average for our institution to be __________

5. I have verified that the faculty recommendation is from a qualified instructor at this institution. Yes_____ No_____

6. I have verified that the nominee will need undergraduate degree assistance of at least the face amount of the scholarship at our institution in 2020-21. Yes _____ No_____

7. Please verify by check mark that the following materials are included in this packet and are complete and correct.

   ____ Cover Sheet Checklist
   ____ Student Application Form
   ____ Student’s Personal Statement
   ____ Faculty Recommendation
   ____ Official Transcript in sealed envelope or electronic submission from the Institution’s record’s office.

8. Information verified by __________________________________________________

   (Chapter Counselor Name)

   Title ________________________________________________________________

   Signature __________________________________________________________

   Address _____________________________________________________________

                                      _______________________________________________________

                                      _______________________________________________________

                                      _______________________________________________________

   Phone (_________ ) _________________________________________________

   E-mail _____________________________________________________________
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.

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 fourteen (14) scholarships of $3600 each for the 2020-21 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 for students with at least one quarter or one semester left of work needed to complete their undergraduate degree. This may include taking classes on a part-time basis. If you wish to apply, 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 Home 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