

DEPARTMENT OF NEW YORK SUVCW SCHOLARSHIP PROTOCOL

The Sons of Union Veterans of the Civil War (SUVCW) Department of New York awards one \$500 scholarship annually to High-school seniors, contingent upon their enrollment at an accredited four-year college or university prior to December 31st of the year in which a scholarship may be granted are eligible to apply if they are a senior at an accredited High School in the State of New York. Applications must be postmarked between January 1 and March 31 in the year in which the application is made. The Winner will be notified no later than Memorial Day and, upon proof of acceptance into a qualifying college or university and providing their Social Security Number if required by the qualifying college or university or to satisfy any educational institutional or governmental reporting requirements, a check will be mailed to the financial-aid office of that institution. **HAND-WRITTEN, INCOMPLETE, EARLY, OR LATE APPLICATIONS WILL NOT BE CONSIDERED.** Application Checklist 1.

Demonstrate a record of performance in both school and community activities 2. A Letter of reference should indicate a sound interest in and a positive attitude toward college studies. 3. Complete this Application Form, including essay, and print, sign, and date it. (A hand-written application will not be accepted.) 4. Submit an official transcript of high-school grades in a sealed envelope, counter-signed on the flap by the school registrar, or equivalent, or imprinted with the school seal. 5. Each high-school student must include verification of class rank in the upper 1/4th of his or her class, preferably in the upper 1/10th. 6. Provide one letter of recommendation from an individual who knows the applicant well. These must be from either a school counselor (or equivalent), teacher from an academic course, or a responsible person in your community. The recommendation must be in a separate, sealed envelope, counter-signed on the envelope flap by the recommender. 7. No additional information beyond that described in the application should be included. ***Applicants selected to receive the award may be asked to provide their Social Security Number. Said Social Security Number shall be used for no other purpose other than as stated above and the Department of New York will not retain said number other than as may be required by the educational institution or any governmental entity. The Committee reserves the right to disqualify any awardee who fails to provide this information. The Scholarship Committee shall consist of three members all of which are members of the Department of New York SUVCW as selected by the Department Commander and should consist of at least one member if not more, if possible, who has served or is currently serving as an educator in a High School or College/University. Submit the above application-materials in one package to: DEPARTMENT OF NEW YORK SUVCW Scholarship c/o _____ Direct electronic-mail questions to _____ Place "SUVCW Scholarship" in subject line.