

## Matthew J. Siebenmorgen Memorial Scholarship Scholarship Guidelines

### Vision

The Matthew J. Siebenmorgen Memorial Scholarship is intended for an outstanding Fayetteville High School senior who will be attending a college or university upon graduation and will not likely receive other major scholarship awards. The scholarship is intended to commemorate the ideals and life of Matthew, who was an outstanding student academically, was in excellent standing among his teachers, and was dedicated to family, church, and civic activities. He had a tremendous work ethic, particularly in home, community and church activities.

### Eligible Applicants

- Deserving Fayetteville High School student
- Two letters of recommendation, one of which must be a high school teacher or youth leader
- Demonstrated community involvement and student leadership
- Brief personal narrative that demonstrates how your life represents the vision of the Matthew J. Siebenmorgen Memorial Scholarship

### Available Funds

- The Fayetteville Public Education Foundation may or may not award a scholarship in any given year
- Funding from \$500 up to \$2000
- Matthew J. Siebenmorgen Memorial Scholarship may award multiple recipients

### Use of Award

- Scholarship funds may be used to pay for student educational costs, including tuition, fees, books
- Scholarship funds are payable with proof of college enrollment. The Fayetteville Public Education Foundation will issue payment to that institution once enrollment is confirmed

### Important Dates

- Scholarships Release/Open: January 1
- Scholarship Deadline: February 15
- Award Announcement: On or before April 1

### Submitting Your Application

- **Login and edits:** Log in and create an account to begin your application. Once you access the application, changes and edits can be made. To unlock your application and make changes, log in and click the EDIT button (top right of screen) and you make revisions or additions. Click the SAVE button to save updates.
- **Before your application will be considered, you must include the following documents:**
  - **Most current High School Transcript** (does not have to be your official transcript)
  - **Free Application for Federal Student Aid (FAFSA)**
  - **Letters of recommendation:** In the application you will be asked to provide the correct contact information, including a valid email, for your teacher(s) providing your letter(s) of recommendation.
    - Once this is completed, you will submit the form. You will see a pop-up confirmation that the recommendation form has been submitted. You will also get a pop-up asking if you are ready to submit your entire application or save changes. If your application is incomplete, simply click SAVE MY WORK.
    - An email will be sent to your contact/teacher. They will complete an online form which is your letter of recommendation.
    - You will not be able to submit your scholarship application until the letter(s) of recommendation

are filled out by the teacher. You may continue working on your application while waiting for the letter of recommendation to be submitted.

- Once the contact/teacher has submitted your letter of recommendation to the Foundation, your application will move from PENDING to RECEIVED and you can submit your application when ready.
- **Submission:** When complete, YOU MUST click SUBMIT on the last page. You will get a notification that your application is complete. Applications needing more attention will receive an email or text notifying of an incomplete application.

**The application includes the following questions:**

1. Academic Data
  - Grade Point Average, ACT Score and/or SAT Score, transcript
2. Activities and Service
  - Awards, classes or leadership roles in Math or Science, list of school clubs or organization involvement, extra-curricular/ out of school activities or organizations and job/ work experience
3. College Expenses
  - Tuition, room and board, books and other expenses
4. Financial Information
  - Additional resources available, list of other scholarships applied, Federal/State agency grants or loans, and siblings/ parents who are attending college
5. Planned Field of Study
  - Brief description of plans following graduation from high school

**Review:**

- Applications are screened first for compliance
- Once your application is submitted, applicants are notified within one business day that their application has been received. Please let us know after one business day if you did not get an email notification
- Applications will be ranked by a point system; those with the highest scores will be reviewed for funding
- Awarded applicants are notified of the decision by email and mail

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