

# MEMO

**TO:** All Site Managers  
**FROM:** ALCARH Scholarship Fund, Inc.  
**DATE:** December 7, 2009  
**SUBJECT:** Scholarships

The Alabama Council for Affordable Rural Housing (ALCARH) Board of Directors has organized a scholarship fund that will be awarding scholarships to residents of apartments that are members of ALCARH. Since the inception of the Scholarship Fund in 2000, we have awarded 135 scholarships to residents, totaling nearly \$200,000. We will be notifying applicants and managers of awards by May 1, 2010. The managers of the complexes where awardees are selected will receive **\$250** and special acknowledgment at our annual meeting for all their help and encouragement given to applicants and their work in making the scholarship fund a success.

Attached please find an original scholarship application, instructions on completing the application, and general information concerning the application. Please make copies of these items and distribute them to your residents by December 15, 2009. Applications will be accepted starting January 1, 2010. These applications must be completed and received by the ALCARH Board at the below address no later than Friday, March 12, 2010, at Noon Central Time.

ALCARH Scholarship Fund, Inc.  
P.O. Box 70037  
Tuscaloosa, AL 35407-0037

Ovenight Delivery Address:

ALCARH Scholarship Fund, Inc.  
1503 Mallard Circle  
Tuscaloosa, AL 35405

The ALCARH Board wants to thank you in advance for your help in assisting us in awarding these scholarships. If you have any questions regarding this information please call Savannah Howell at 1-866-752-0005 toll free or (205) 752-0005 locally or you may email her at [savannah@alcarh.org](mailto:savannah@alcarh.org)

## **RESIDENT SCHOLARSHIP APPLICATION GENERAL INFORMATION**

1. All applications must be **received by Friday, March 12 2010 at Noon by ALCARH Scholarship Fund, Inc.**
2. All applicants must meet the following criteria:
  - A. Have a minimum of a **“B” average** in high school or college.
  - B. Expect to graduate in the Spring of 2010 from High School or have already graduated from High School.
  - C. Must be accepted or currently enrolled at an accredited vocational or technical school, college, or university if not already enrolled.
  - D. Cannot already have an associates degree or higher.
  - E. Must be listed as a resident on the current tenant certification at a member complex, lives in an income restricted income unit and have lived at that complex for at least six months, the only exception would be a property that is less than six months old.
  - F. Must be in good standing with both the management company and the property in which you reside.
  - G. Resident Manager living in an ALCARH member property.
  - H. Any member of a resident manager household, including the resident manager is also, eligible to apply provided that the entire household is income eligible under general requirements.
3. The scholarship awards will be made to only qualified tenants or resident family members who meet the above criteria, living at the apartment complexes that are a member of the Alabama Council for Affordable Rural Housing.
4. Funds are to be utilized beginning with the 2010 school year.
5. The applications will be judged on academic achievements, school attendance, work performance, career goals, extra curricular school activities, community activities and other achievements. Extenuating circumstances and need may also be considered. Success in core curriculum courses, in particular will be considered in evaluating academic achievements. The ALCARH Board will select awardees from all applicants in its sole and absolute discretion. The ALCARH Board or its designee may choose to interview the applicants.
6. The scholarship recipients and their respective manager will be notified by May 1, 2010.
7. The scholarship will be administered by the institution attended by the recipient. Funds may be used for books and/or tuition for one year or longer , if approved by ALCARH Scholarship Fund. Recipient's failure to continue required course of study or **maintain a “B” average** will cause the unused portion of funds to revert back to the Scholarship Fund.

## ALCARH Scholarship Instructions

1. Complete and sign the attached application form. Use extra sheets for responses, when necessary.
2. Please have your **High School Guidance Counselor** complete and sign the relevant portion of the attached application. Use extra sheets for responses, when necessary. **(This may be disregarded by college students but must be substituted with college transcripts showing courses completed, current courses enrolled in, and grades for each course. This may also be disregarded by applicants who are not presently attending High School or college but a high school transcript will be required.)**
3. The following **MUST BE SUBMITTED WITH THE APPLICATION:**
  - A. Attach an essay, **typed** in 300 words or less describing any extraordinary circumstances or special factors that may affect your financial need.
  - B. Attach **four (4)** or more letters supporting the academic record, school attendance, character, work experience, achievements, and potential for education and career advancement of the applicant. Attach two letters from a teacher of an academic class that the applicant is currently enrolled in (if applicable). The third letter may be from a school official such as a principal or counselor. The fourth letter may be from ministers, coaches, employers, past teachers, or any person with significant knowledge of the applicant. **(If you are presently in college, letters of reference from professors, organizational leaders, pastors, etc. would greatly enhance your application; although they are not required.) The letters should not be from any person related by blood or marriage to the applicant.**
  - C. Attach a photo copy of the applicant's ACT score report.
  - D. Attach a copy of an acceptance letter to the chosen college or university.
  - E. College students must submit a current transcript from their college including courses completed to date, courses currently enrolled in, grades, and signature from registrar's office, or applicable governing office.
  - F. Attach certification from apartment manager concerning your membership in household along with a copy of the current tenant income certification showing membership in household. **(Certification form is attached and must be signed by apartment manager.)** Also, attach a letter from the Management Company and from the Property you reside that states you are in good standing.
  - G. **Attach a 3 X 5 Current photograph (taken within the last three months)** (will be used only for promotional purposes if awarded scholarship)

Applications and other required documents must be received at the address below on or before **Friday, March 12, 2010 12:00 p.m.** Central Time. This application deadline is firm as to date and time. Please mail the application to:

**Regular Mailing Address:**  
ALCARH Scholarship Fund, Inc.  
P. O. Box 70037  
Tuscaloosa, AL 35407

**Overnight Address:**  
ALCARH Scholarship Fund, Inc.  
1503 Mallard Circle  
Tuscaloosa, AL 35405



**Do you currently have or expect to have any of the following:**

Scholarships: YES / NO If yes please list all scholarships expected including:

How Much? and How Long? \_\_\_\_\_

Government Grants: YES / NO If yes how much? \_\_\_\_\_

Student Loans: YES / NO If yes how much? \_\_\_\_\_

Any other sources of college funding? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT**

List all job employment in which you have received wages during the past 4 years (e.g. cashier, restaurant worker, receptionist, errand runner, maintenance work, etc.)

Position Location Dates Held

Position Location Dates Held

Position Location Dates Held

Position Location Dates Held

**AMBITIONS**

Have you already been accepted to college or university or vocational/technical school? \_\_\_\_\_

If so, where? \_\_\_\_\_

Name City/ST  
(If yes, attach copy of acceptance letter)

Where do you plan to attend? \_\_\_\_\_

If you receive this scholarship, where do you plan to attend? \_\_\_\_\_

What is the average annual tuition cost of where you plan to attend? \_\_\_\_\_

When do you plan to graduate? \_\_\_\_\_

What kind of degree and career do you plan to pursue? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**\*\*\*Please have your High School Guidance Counselor complete and sign the following portion. (DISREGARD THIS SECTION IF PREVIOUSLY GRADUATED FROM HIGH SCHOOL and instead attach a copy of your college transcript showing Year to Date Classes taken and grades for each class. This must be signed by Financial Aid Office or Registrar's Office of the school you attend.)**

Applicant's Name: \_\_\_\_\_

I  waive  do not waive my right to access to information on this Guidance Counselor Form.

Applicant's Signature: \_\_\_\_\_

Class Rank: \_\_\_\_\_ of \_\_\_\_\_

Senior Guidance Counselor: \_\_\_\_\_ Phone: \_\_\_\_\_

Please comment on this applicant's attendance record: \_\_\_\_\_

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Please comment on this applicant's school activities/awards: \_\_\_\_\_

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Please comment on any extracurricular activities: \_\_\_\_\_

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Please comment on this applicant's conduct in school: \_\_\_\_\_

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Other Comments: \_\_\_\_\_

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Conduct Grade: \_\_\_\_\_ Counselor's Signature: \_\_\_\_\_

**Counselor must attach a signed copy of high school transcript and ACT composite.**





**RESIDENCY CERTIFICATION**  
**(TO BE COMPLETED BY RESIDENT MANAGER)**

Applicant Name: \_\_\_\_\_

Apartment Complex: \_\_\_\_\_

Apartment Manager: \_\_\_\_\_

Manager's Office Phone: \_\_\_\_\_

Head of Household on Tenant Certification: \_\_\_\_\_

The Applicant \_\_\_\_\_ is listed on the **attached tenant income certification**.

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title, Name of Complex

\_\_\_\_\_  
Management Company

**GOOD STANDING CERTIFICATION**  
**(TO BE COMPLETED BY RESIDENT MANAGER)**

Applicant Name: \_\_\_\_\_

Apartment Complex: \_\_\_\_\_

Apartment Manager: \_\_\_\_\_

Manager's Office Phone: \_\_\_\_\_

Head of Household on Tenant Certification: \_\_\_\_\_

The Applicant \_\_\_\_\_ is currently in good standing.

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title, Name of Complex

\_\_\_\_\_  
Management Company