

National Garden Clubs Scholarship Program

GUIDELINES

for State Garden Club Scholarship Chairmen

Applications

- Since the NGC Scholarship Application is available for downloading from the National Garden Clubs' website, www.gardenclub.org, you may receive phone calls and/or emails from students asking questions about the program and its requirements.
- Copies of the NGC Scholarship Application may be furnished to colleges and universities in each state for the use of Financial Aid Officers at those institutions and by student applicants. However, a more cost efficient and environmentally-friendly method would be to send a letter to these institutions informing them of the availability of this scholarship and refer them to the NGC website for downloading the application.
- Applications must be mailed to the State Garden Club Scholarship Chairman for the **state in which the applicant is a legal resident**, even if the student is attending an out-of-state school.
- When a student reapplies for a scholarship (whether the applicant is or is not a previous winner), a complete new and updated application must be submitted.
- The following documents must be submitted:
 1. NGC Scholarship Application Form
 2. Financial Aid Form
 3. Complete official academic transcripts
 4. Letter from applicant
 5. List of extracurricular activities, honors, recognitions received
 6. Three letters of recommendation

NOTE: If your state does not have a scholarship applicant, please notify the NGC Scholarship Chairman by regular mail or by email.

Judging Procedures

- All applications received will be judged by the State Garden Club Scholarship Chairman and a committee in order to choose **ONE** winning application. The NGC Scholarship Chairman will consider only one application per state. (Exception: Any State Garden Club with a membership of over 10,000 as of January may submit two applications. Eligible states will be notified by the NGC Scholarship Chairman.)
- Copies of applications will be shredded after judging.
- The judging committee must be familiar with these items as stated in the application:
 1. Eligibility requirements
 2. Application procedure
- The following Scale of Points will be used for the evaluation of each application by the NGC Scholarship Committee:

Academic Record	40%
Applicant's Letter	30%
Listing of Honors/Extracurricular Activities/Work Experience	10%
Financial Need	15%
Recommendations	5%

Instructions for Sending Application to NGC Scholarship Chairman

- **DEADLINE: Postmarked by March 25** to the NGC Scholarship Chairman.
- Mail the APPLICATION and the CHECKLIST to NGC Scholarship Committee Chairman with **NO SIGNATURE** required for delivery. You may use Priority Mail with Delivery Confirmation, which does not require a signature.

Notification of Winners

- Winners are announced during the National Garden Clubs annual convention each spring.
- The NGC Scholarship Chairman will notify all applicants in writing of the committee's decision after the NGC Convention, with a copy to the state scholarship chairman.

CHECKLIST OF REQUIRED ITEMS IN THE APPLICATION

Please complete this form and return it with the other required application materials to the NGC Scholarship Chairman **postmarked by March 25**.

State _____

Student Name _____

DOCUMENT	PAGE LIMIT	REQUIRED ITEMS	YES	NO
1. Application Form	1			
		<ul style="list-style-type: none"> • NGC Application Form must be used • Typed or computer generated • All fields completed • GPA 3.25 or higher • Legal resident of your state • Required academic major • Planning career in required field • Not currently a college freshman; check the transcripts to see if the correct number of semesters of courses have been taken to qualify them for their status; sometimes not the PRESENT status is checked but the status of what they will be when they use the scholarship 		
2. Financial Aid Form				
		<ul style="list-style-type: none"> • Typed or computer generated • Must be complete with all questions answered. If Financial Aid information is not available before the application deadline, information from the previous academic year may be used with the notation that it is an estimate based on the previous year. • Signature of Student • Signature of Financial Aid Officer 		
3. Transcripts				
		<ul style="list-style-type: none"> • Official academic transcripts • Transcripts must include the latest grading period. • Graduate students must include undergraduate transcripts 		
4. Personal Letter	2			
		<ul style="list-style-type: none"> • Typed or computer generated • Discuss background, financial need • Discuss future goals – required career path 		
5. List of Activities	2			
		<ul style="list-style-type: none"> • Typed or computer generated • Extracurricular activities, honors, recognitions, awards received within the last 3 years • Students returning to school after an absence can list work experience and activities 		
6. Letters of Recommendation (3)	1 page each			
		<ul style="list-style-type: none"> • Typed or computer generated • Discuss scholastic ability, personal character, work-related experience of applicant 		

STATE SCHOLARSHIP CHAIRMAN'S SIGNATURE _____