

# National Garden Clubs Scholarship Program State Garden Club Scholarship Chairmen GUIDELINES

## Applications

- Since the NGC Scholarship Application is available for downloading from the National Garden Clubs' website, be prepared to answer 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 or email to these institutions informing them of the availability of this scholarship and refer them to the NGC website to apply online or download the application.
- Applications must be submitted online (follow prompts on the NGC Scholarship webpage)  
**or** 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 by student: **(NO - STAPLES)**
  1. NGC Scholarship Application Form – signed
  2. Financial Aid Form
  3. Complete academic transcripts
  4. Letter from applicant (Set margins, headers, and fonts for a one (1) page letter—**FRONT SIDE ONLY**)
  5. List of extracurricular activities, honors, recognitions received (**FRONT SIDE ONLY**)
  6. Two letters of recommendation (One page letters preferred) ( **FRONT SIDE ONLY**)

**NOTE: If your state does not have a scholarship applicant, please notify the NGC Scholarship Chairman.**

## 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 8,000 as of January may submit two applications and any State Garden Club with a membership of over 16,000 may submit three 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 is a **sample** of a proposed Scale of Points which may be used for evaluation:

<b>Academic Record</b>	<b>40%</b>
<b>Applicant's Letter</b>	<b>25%</b>
<b>Listing of Honors/Extracurricular Activities/Work Experience</b>	<b>13%</b>
<b>Financial Need</b>	<b>15%</b>
<b>Recommendations</b>	<b>5%</b>
<b>Conformance</b>	<b>2%</b>

## Instructions for Sending Application to NGC Scholarship Chairman

**NOTE: Deadline for students to have applications to state chairmen: February 1**

- **DEADLINE** received for NGC State Scholarship to NGC Scholarship Chairman: **March 1**
- Mail or Email the **APPLICATION** and the **CHECKLIST** to NGC Scholarship Committee Chairman
- **NO SIGNATURE** required for delivery. You may use Priority Mail with Delivery Confirmation, which does not require a signature.
- **2021-2023 NGC Scholarship Chairman:** Lisa Robinson  
4710 West Wind Dr, Holland, MI 49423  
[ngcscholarship2020@gmail.com](mailto:ngcscholarship2020@gmail.com)  
[gardenlisava@gmail.com](mailto:gardenlisava@gmail.com)

## Notification of Winners

- Winners are announced during the National Garden Clubs Annual Convention each spring.
- The NGC Scholarship Chairman or NGC Headquarters Staff 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

**\*\*NOTE:** This Form **MUST** be completed, signed and included with the other required application documents: ***by March 1***

**Send To: 2021-2023 NGC Scholarship Chairman:**

Lisa Robinson  
 4710 West Wind Dr, Holland, MI 49423  
[ngcscholarship2020@gmail.com](mailto:ngcscholarship2020@gmail.com)  
[gardenlisava@gmail.com](mailto:gardenlisava@gmail.com)

State : \_\_\_\_\_

Student's Name: \_\_\_\_\_

DOCUMENT	PAGE LIMIT	REQUIRED ITEMS	YES	NO
<b>1. Application Form</b>	1	<ul style="list-style-type: none"> <li>• NGC Application Form must be used</li> <li>• Typed or computer generated</li> <li>• All fields completed</li> <li>• GPA 3.25 or higher</li> <li>• Legal resident of your state</li> <li>• Required academic major</li> <li>• Planning career in required field</li> <li>• Check the transcripts to see if the correct number of semesters or courses have been completed to qualify them for Junior, Senior or Graduate status; sometimes not the PRESENT status is checked but the status when they will use the scholarship.</li> </ul>		
<b>2. Financial Aid Form</b>	1	<ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Must be complete with all questions answered</li> <li>• Signature of Student</li> </ul>		
<b>3. Transcripts</b>		<ul style="list-style-type: none"> <li>• Academic transcripts</li> <li>• Transcripts must include the latest grading period.</li> <li>• Graduate students must include undergraduate transcripts</li> </ul>		
<b>4. Personal Letter</b>	1	<p><b>Set margins and font size for one (front side) only page</b></p> <ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Discuss background, financial need</li> <li>• Discuss future goals – required career path</li> </ul>		
<b>5. List of Activities</b>	2	<p>Front side only</p> <ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Extracurricular activities, honors, recognitions, awards received <b>within the last 3 years</b></li> <li>• Students returning to school after an absence can list work experience and activities</li> </ul>		
<b>6. Letters of Recommendation (2)</b>	1 page each	<p>Front side only</p> <ul style="list-style-type: none"> <li>• Typed or computer generated</li> <li>• Discuss scholastic ability, personal character, work-related experience of applicant</li> </ul>		

**STATE SCHOLARSHIP CHAIRMAN'S SIGNATURE** \_\_\_\_\_