

First Lutheran Church  
**General Scholarship Endowment Fund**

Scholarship Application, Selection, and Award Procedure

1. Determination of Amount Available for Annual Scholarship Awards:
  - a. On or before January 20 each year, the endowment committee treasurer will calculate the earnings available for award in the current year.
  - b. On or before January 20 each year, the endowment committee will determine the maximum amount for each award per applicant.
  
2. Determination of the definition of “Active” member:
  - a. On or before January 20 each year, the endowment committee will define the current criteria for “active” member of First Lutheran Church as determined by the church constitution and the ELCA constitution. **An active member will be the same as a voting member according to the church constitution for the purpose of this scholarship application process.**
  - b. These defined criteria will be updated annually in the Scholarship Applications Guidelines distributed to all applicants each year.
  
3. Announcement of application, deadlines, and selection procedure:
  - a. On or before February 1 each year, the endowment committee will announce the application procedure, deadlines, and total amount of scholarship funds available for award in the current year to the general church membership. Announcements will be made by any or all of the following methods as determined by the Endowment Committee:
    - i. Church newsletter
    - ii. Weekly church bulletins during the months of February and March
    - iii. Bulletin board (s) used for announcements for the senior high Sunday School class and the senior high youth group
    - iv. Bulletin board (s) used for announcements of interest to members
    - v. Church Council
    - vi. Church Committee chairpersons
    - vii. Church Web site
    - viii. Other persons or locations as appropriate from time to time as determined by the Endowment Committee
  - b. Scholarship applications will be available from the pastors, or the church office in the endowment committee mail tray.
  - c. Application period begins February 1 and all applications and related documents must be submitted to the Endowment Committee no later than March 31 each year. No incomplete applications will be considered for awards.
  
4. Review and Selection of recipients:
  - a. The Scholarship Selection Committee consists of five members:

- i. Two members of the endowment committee as selected by that committee
    - ii. Three church members as selected by Church Council representing the following areas of the church:
      1. One church council member
      2. One church pastor
      3. One Youth Committee member
    - iii. No member of the selection committee will have an immediate family member being considered for a scholarship award.
  - b. The Scholarship Selection Committee will review and determine the amount of award to each qualified applicant
  - c. The scholarship committee will submit its recommendations for scholarship awards to the full endowment committee for further review for compliance to all rules and regulations.
5. Approval of Awards: The endowment committee will recommend approval of the selected recipients and distribution of fund to Church Council for action at the April or May council meeting.
6. Announcement of Scholarship Recipients:
  - a. On or before June 1 each year, the Endowment Committee will prepare a letter of notification to each recipient to be signed by the President of Church Council. The letter will include information about the amount of the award, the name of the institution that will be paid, and an acceptance form for the recipient to accept, or decline the award that is to be returned to the church as confirmation of all the correction information.
  - b. If any applicants are not awarded funds, the Endowment Committee chair will prepare a letter to applicants signed by the President of Church Council stating they were not awarded a scholarship, the reason why, and thanking them for applying.
  - c. The recipients will be announced in the church newsletter and church bulletin. Certificates of awards will be presented to each recipient at an award ceremony during a church service or other appropriate event.
  - d. A news release will be sent to The Courier or local newspaper to be published in the regular daily paper, or to be included in the annual scholarship awards supplement, which ever is appropriate.
7. Payment of Scholarship Award:
  - a. Scholarship awards will be paid from the endowment funds directly to the college or university. Under no circumstances will the award be paid to the student recipient.
  - b. Award payments will be sent to the recipient's institution no later than September 1.

First Lutheran Church Endowment Scholarship Fund

**Scholarship Application Guidelines**

**February 1- March 31<sup>st</sup>:** Completed applications and letter of recommendation will be accepted. Applications will not be accepted after March 31.

Applicants must meet the following criteria to be considered for a scholarship award:

- Active\* member of First Lutheran Church attending a nationally recognized accredited Christian Theological Seminary
- Or, active\* member of First Lutheran Church attending a Lutheran affiliated college or university, regardless of major
- Or, active\* member of First Lutheran Church attending a nationally recognized accredited Christian College/University and majoring in Christian ministry, such as but not limited to, pastoral ministry, pre-seminary studies, youth ministry, church music ministry, or Christian education.

**(\*An active member is defined as a confirmed member of First Lutheran Church who has communed and made a contribution of record to this congregation in the current or preceding calendar year. The applicant may be a dependent child of an active member.)**

**April 1-May 1:** The Scholarship Selection Committee will review and select the scholarship recipients no later than May 1<sup>st</sup> with approval by Church Council. Applicants may be called for a personal interview at the discretion of the scholarship selection committee. This committee is made up of two endowment committee members, a church pastor, a church council member, and a youth committee member.

**June 1:** Applicants will receive a notification letter on or about June 1.

Please type or print the application. It must be easy to read. Incomplete applications will not be considered for a scholarship award.

One confidential letter of recommendation from a teacher or professor, a guidance counselor, or other school official who is well acquainted with you must be submitted directly to the Scholarship Selection Committee no later than March 31<sup>st</sup>. The confidential letter of recommendation should be sent directly to: First Lutheran Church, Endowment Scholarship Committee, 109 E. Lincoln St., Findlay, Ohio 45840. Be sure that the Scholarship Selection Committee has received your Letter of Recommendation no later than March 31<sup>st</sup>.

Please contact the church office with any questions, or to confirm that the Scholarship Selection Committee has received your Application and Letter of Recommendation.

**Scholarship Application**  
*Please print or type*

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

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Parent's name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

High school name \_\_\_\_\_

Year of graduation \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ (if applicant is still in high school)

College/University name \_\_\_\_\_

College/University Church affiliation \_\_\_\_\_

Address \_\_\_\_\_

Admissions office phone number \_\_\_\_\_

Class status for the upcoming fall term \_\_\_\_\_

Cumulative GPA \_\_\_\_\_ (if currently attending college)

Major course of study \_\_\_\_\_

Briefly describe why you selected your major and how you expect to make use of your education after graduation.

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

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Briefly describe your school activities, volunteer and leadership experiences, and any special awards or recognitions.

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Submit one (1) Letter of Recommendation from a teacher, professor, or other school official who is well acquainted with you. (See form attached to this application.) This letter of recommendation must be received no later than March 31<sup>st</sup> and should be sent directly to:

First Lutheran Church  
Endowment Scholarship Committee  
109 E. Lincoln St.  
Findlay, Ohio 45840.

Signature of Applicant \_\_\_\_\_

College Student I.D. # \_\_\_\_\_ Date \_\_\_\_\_

First Lutheran Church  
Endowment Scholarship Selection Committee  
109 E. Lincoln St.  
Findlay, OH 45840

Letter of Recommendation

Letter of Recommendation for: \_\_\_\_\_

Your name and phone number \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How are you acquainted with the applicant? \_\_\_\_\_

\_\_\_\_\_

Please tell us why you recommend this applicant for a scholarship: (You may attach a separate typed sheet if you wish.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your signature \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This letter of recommendation must be received no later than March 31<sup>st</sup> and should be sent directly to:

First Lutheran Church  
Endowment Scholarship Committee  
109 E. Lincoln St.  
Findlay, Ohio 45840.

Thank you!