

Colleen & Erin Marlatt Scholarship

~~ HIGH SCHOOL ~~

2019

Instructions

Completion of the scholarship application will be a joint effort between the full-time faculty member and their dependent child. When filling out all forms, please type, print or write legibly. Below are specific instructions for each part of the application. If you have questions, please e-mail them to Maggie at schorr7@comcast.net.

Scholarship Application Form: Self-explanatory.

Full-time Faculty Member Applicant

Employment Verification Form: Fill out and sign the top portion of the form, then give the form to the principal, vice principal, or business manager of the school where you are currently employed. It is your responsibility to ensure that the form is filled out and signed by a school official who must return the form to you for inclusion with your completed application.

Full-time Faculty Member Recommendation Letter: Fill out and sign the top portion of the Full-time Faculty Member Recommendation Form and give it to the principal, vice-principal, supervisor, or pastor whom you have requested to write you a letter of support. The person writing the letter should place the recommendation in a sealed envelop, sign across the sealed flap, then return the envelope containing the letter and the Recommendation Form to you for inclusion with your application.

Financial Need: All high school scholarship applicants must complete a need analysis form provided by FACTS. We are pleased to offer you a convenient, online method to complete the need analysis form through FACTS for Colleen and Erin Marlatt Scholarship Fund, INC. Here is the link - <https://online.factsmgmt.com/signin/4KZT4> The due date for the FACTS information is the same as for the completed Colleen & Erin Marlatt Scholarship application.

Signature Form: Please read carefully, sign and date the signature form. The student applicant must also read, sign, and date the form.

Student Applicant

Student Eligibility: The student must be ENTERING a Catholic high school in the Archdiocese of Baltimore as a FRESHMAN in the fall of 2018. Current high school students are not eligible to apply.

Student Recommendation Form: Fill out and sign two forms and give them to those whom you have asked to write letters of recommendation for you. One letter MUST be written by a teacher who has taught you within the last two academic years. The other must be written by someone other than a teacher. Examples include coaches, employers, priests or other ministers, or Scout leaders. Although it is preferable that the second letter be from someone outside of your school community, it is acceptable that someone from your school write your second letter as long as they have interacted with you in activities outside of the classroom.

Essay: *High school applicants:* Compose an essay of not more than 250 words entitled “Who has influenced your life the most, and how have they shaped your future?”

Although you are encouraged to have someone proofread your essay, you are expected to write the essay by yourself.

Signature Form: Please read carefully, sign and date the signature form. The full-time faculty member applicant must also read, sign, and date the form.

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HIGH SCHOOL Scholarship Application Form

Student Applicant:

Name _____

Address _____

Phone _____

E-mail _____

Present School _____

Present School Principal _____

Target High School _____

Extra-Curricular Activities in School _____

Activities outside of School _____

Full-time Faculty Member Applicant:

Name _____

Address _____

Phone _____

E-mail _____

Relationship to Student Applicant _____

School Where Employed _____

Principal _____

Dates of Employment at Current School _____

Names and Dates of Other Employment with Schools in the Archdiocese of Baltimore

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Recommendation for Student Applicant

Student: _____ **Date:** _____

I do waive my right to access this recommendation.

I do not waive my right to access this recommendation.

Student's signature

Dear Recommender:

The applicant is applying for a scholarship from the Colleen & Erin Marlatt Scholarship Fund, Inc. This is a competitive award for which dependent children of full-time faculty members in Catholic schools in the Archdiocese of Baltimore are eligible to apply. We would appreciate your candid assessment of the student's character and potential. Please address, at a minimum, the following:

How long, and in what capacity have you known the applicant?

What qualities does the applicant possess that distinguish them from their peers?

Please compose your letter on a separate page and place it together with this page in an envelope, seal it, then sign your name across the seal and return the envelope to the applicant. The completed application package, including this recommendation must be postmarked by March 15, 2019 to be eligible for consideration for a 2019-2020 academic year award. Thank you for taking to time to give us your assessment of the applicant.

Recommender's Signature

Date

Recommender's Name (please print)

Phone Number

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Recommendation for Full-time Faculty Member Applicant

Full-time Faculty Member: _____ Date: _____

I do waive my right to access this recommendation.

I do not waive my right to access this recommendation.

Full-time Faculty Member's Signature

Dear Recommender:

The dependent child of this full-time faculty member is applying for a scholarship from the Colleen & Erin Marlatt Scholarship Fund, Inc. This is a competitive award for which dependent children of full-time faculty members in Catholic schools in the Archdiocese of Baltimore are eligible to apply. Please address, at a minimum, the following:

How long, and in what capacity have you known the full-time faculty member?

In what ways has the full-time faculty member demonstrated their commitment to Catholic education?

Please compose your letter on a separate page and place it together with this page in an envelope, seal it, then sign your name across the seal and return the envelope to the applicant. The completed application package, including this recommendation must be postmarked by March 15, 2018 to be eligible for consideration for a 2019-2020 academic year award. Thank you for taking to time to give us your assessment of the applicant.

Recommender's Signature

Date

Recommender's Name (please print)

Phone Number

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Verification of Employment Form

I, _____, authorize my employer, _____
_____, to release information
on my employment status and length of service to the Colleen & Erin Marlatt Scholarship Fund,
Inc. and/or its authorized representatives for the purpose of determining eligibility of my
dependent child for a scholarship.

Signature of Full-time Faculty Member Applicant: _____

Date: _____

Note to Full-time Faculty Member Applicant: Complete this Verification of Employment Form and deliver it to the person authorized to complete this information at your school. Be sure the responsible party, principal, supervisor, business manager, etc., completes the required letter and returns it to you so that you can forward it with the rest of your application materials by March 15, 2019.

Note to employer: Please forward a letter, on official organizational letterhead, to the address listed above verifying that applicant is full-time member of the faculty in a Catholic school in the Archdiocese of Baltimore and their length of full time service in the respective position. Please return the letter together with this form to the applicant to be forwarded with their completed application. The complete application is due March 15, 2019.

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Signature Form

We hereby attest that, to the best of our knowledge, the information provided in this application is accurate. We further acknowledge that any willful misrepresentation of facts may result in the forfeiture of an award from the Colleen & Erin Marlatt Scholarship Fund, Inc., in the event that an award is made.

Full-time Faculty Member's Signature

Date

Full-time Faculty Member's Name (please print)

Student's Signature

Date

Student's Name (please print)

The Colleen & Erin Marlatt Scholarship Fund, Inc. does not discriminate in the awarding of academic scholarships on the basis of gender, age, race, religion, nationality, or disability.

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Scholarship Continuation Criteria

High School: Recipient must maintain a grade point average equal to or equivalent to a 3.0 or a scale of 0.0 - 4.0.

The full-time faculty member must remain in the employment of a Catholic school in the Archdiocese of Baltimore, on a fulltime basis.

The full-time faculty member must submit the required financial verification documentation and remain financially eligible to apply for a scholarship.

UMCP: Recipient must maintain a 3.00 cumulative grade point average and not a semester average below 2.50 grade point average.

The full-time faculty member must remain in the employment of a Catholic school in the Archdiocese of Baltimore, on a fulltime basis.

The full-time faculty member must submit the required financial verification documentation and remain financially eligible to apply for a scholarship.

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Checklist

- Scholarship Application Form
- Employment Verification Form (At least 3 years' experience)
- Full-time Faculty Member Recommendation Letter
- Student Recommendation Letter - Teacher
- Student Recommendation Letter - Other
- Essay
- Signature Form

All of the above must be mailed together in one envelope to Colleen & Erin Marlatt Scholarship Fund, Inc.

**Colleen & Erin Marlatt Scholarship Fund, Inc.
P.O. Box 321
Clarksville, MD 21029-0321**

In addition, the **Student Aid Form** must be completed with **FACTS**.
<https://online.factsmgt.com/signin/4KZT4>

Do not send with your application documents.

**TO BE ASSURED OF CONSIDERATION, THE APPLICATION MUST BE
POSTMARKED BY March 15, 2019.**