

The Willing Workers of Oxon Hill, Incorporated

Application for the 2019 Charles E. Stephens Memorial Scholarship

Instructions

The Charles E. Stephens Memorial Scholarship honors the founder of the organization and is the capstone of the Willing Workers of Oxon Hill, Inc. This scholarship was created to acknowledge and reward a graduating high school senior member of St. Paul United Methodist Church for sustained participation in and substantial service to the life of the church. This scholarship is not a need-based award.

The rating scale for the Charles E. Stephens Memorial Scholarship is as follows:

- **40% Church Involvement:** The successful candidate must show that he/she is involved in the life of St. Paul UMC in a significant way and has been for a sustained period of time.
- **25% Essay and Interview:** You will have an opportunity to write an essay of (400-500 words) on one topic. During your interview, you will be expected to discuss the essay and defend your position in an articulate, thorough, and thoughtful manner. You will also be asked some general questions to help the Selection Committee with their evaluation.
- **20% Community Activity:** The successful candidate will need to show involvement in community activities beyond those sponsored by St. Paul UMC. Highlight your volunteer activities that benefit the community.
- **15% Academic Achievement:** Academic performance is important, and so is involvement in school organizations and activities. Your scholastics and your involvement in school activities will be used to evaluate this area.

Specific instructions for completing the application form follow:

- This application is an interactive document that you can retrieve from the Willing Workers website at www.willingworkersofoxonhill.com. Your application should be completed online, then printed and signed before mailing to the Post Office box on or before the April 5, 2019 deadline. Remember to keep a printed copy for your records.
- Enter your personal and school information on Page 4.
- On Page 5, list your school and community activities.
- On Page 6, list your involvement in church organizations and activities. It is important that you obtain the ministry chair/sponsors signature for your church activities.

- An essay is required as part of the application. Discuss a public figure that you admire and tell why in 400-500 words. There is space on Page 7 for your essay, however, it must be typed
- You will be interviewed during the week of April 15-19, 2019 as part of the evaluation process. You will be contacted to set up an interview time in the evening hours that is convenient.
- Please include a senior photo with your application and sign a release form (Page 8) to allow the Willing Workers to use your photo and other pictures on our website.
- Print out a copy of your completed application. Sign and date the form acknowledging the certification and release statements on Page 8.
- Academic Achievement Certification. Fill in your name and school name and address where indicated on Page 9. Give the form to your guidance counselor or school official for completion as soon as possible.
- Use the application checklist on Page 10 to ensure that you have included all required documents.
- Your completed application package must be postmarked by **Friday, April 5, 2019** and mailed to the Willing Workers of Oxon Hill, Inc., P.O. Box 42, Oxon Hill, MD 20745.
- You will be notified of the date and location for the scholarship presentation.
- If you have any questions, please feel free to contact Ms. Brenda Henderson at 301-899-2606 or Ms. Ruth Derr at 301-322-5079.

The Willing Workers of Oxon Hill, Incorporated

Application for the 2019 Charles E. Stephens Memorial Scholarship

PERSONAL DATA		
Name:		Date of Birth:
Home Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	
Email Address:		
Name of Parents/Guardians:		
Parent's/Guardian's address (if different from above)		

EDUCATION INFORMATION	
High School:	Location: (City/State)
Principal's Name:	Counselor's Name:
Previous High School Name and Location (if applicable)	
Name and location of the institution of higher education you plan to attend:	
What is your proposed major field of study?	
What are your occupational goals upon graduation from the institution of higher learning?	

**Charles E. Stephens Scholarship Application
School and Community Involvement**

School Involvement: List school involvement, such as: honor societies, class organizations, student government, special clubs (English, dance, newspaper, etc.), ROTC, extracurricular activities (sports, band, chorus, cheerleading, etc.) Indicate offices held and special awards or recognition, if any. Add additional sheets if needed.

Activity	Years Participating	Offices Held	Awards or Recognition

Community Involvement: List the community activities, other than those sponsored by St. Paul, which you are involved in such as: volunteering at hospitals, animal shelters, senior citizens facilities, libraries, etc. Describe the activity; include dates of participation and any special accomplishments. Add additional sheets if needed.

**Charles E. Stephens Scholarship Application
Essay**

Question: Discuss a public figure that you admire and tell why in 400-500 words.

Charles E. Stephens Scholarship Application

INTERVIEW

An interview of the applicants is part of the evaluation process. Each applicant will be interviewed during the week of **April 15–19, 2019**. Interview time will be available in the evening hours. During the interview, the applicant will be asked some general questions and will also talk about their essay. This information, in addition to information from other parts of the application, will help the Selection Committee identify the scholarship recipient/awardee. The applicants will be contacted to determine the time and place for their interview.

APPLICANT CERTIFICATION
I certify that the information in this application is true and accurate, and that all statements and the essay are my own work. I understand that the Selection Committee reserves the right to verify any or all information contained in this application. All application materials become the property of the Willing Workers of Oxon Hill, Inc. The Willing Workers also has permission to use photos of me (senior photo and photos taken at events) on their website and in publications.
Applicant Signature:
Date:

TO BE COMPLETED BY SCHOOL COUNSELOR/ADMINISTRATOR

**The Willing Workers of Oxon Hill, Inc.
Scholarship Committee
P.O. Box 42
Oxon Hill, MD 20745**

ACADEMIC ACHIEVEMENT

Please include an official sealed transcript and mail no later than April 5, 2019 along with this completed form to the Willing Workers of Oxon Hill at the address above.

Student's Name:
School Name and Address:

Please complete the following for the student named above and AFFIX SCHOOL SEAL/SCHOOL STAMP

- The above-named student is officially enrolled in the **2018/2019** academic year: Yes ____ No ____
- The student has a cumulative Grade Point Average of _____.
- The student has an anticipated graduation date of _____.

Comments:

School Counselor/
Administrator: _____
(Printed Name) (Signature)

Date: _____

School Seal/School Stamp

Phone: _____

Charles E. Stephens Scholarship Application Checklist

Please use the following checklist to ensure that your application is complete before submission. The checklist **does not** need to be returned with the application.

**COMPLETED APPLICATION MUST BE POSTMARKED NOT LATER THAN
Friday, April 5, 2019**

Have you?

- Completed your application form, including forms listing your school, community and church activities. Obtain sponsor signatures for church activities.

- Completed your essay (between 400-500 words).

- Given your Academic Achievement Certification form (Page 9) to your school official.

- Included a senior photo and signed the release statement on Page 8.

- Signed and dated your application form. Keep a copy for your records.

Mail your completed application package to:

**Willing Workers of Oxon Hill, Inc.
P.O. Box 42
Oxon Hill, MD 20745**

If you have any questions at all, please do not hesitate to contact Ms. Brenda Henderson at 301- 899-2606 or Ms. Ruth Derr at 301-322-5079.