

THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION

CRITERIA/REQUIREMENTS

1. The Scholarship Award

The Foundation intends to award scholarships in the amount of \$3,500 each to one or more students from each of the eligible high schools listed below based on the quality of the applications. Applicants who are awarded scholarships in the spring of 2017 will be eligible to reapply to receive further scholarship funding for every year that they are enrolled in college and/or graduate or professional school.

Scholarship applicants and their high schools will be notified about scholarship award decisions in late April, 2017. Please do not contact the Foundation regarding the status of your application unless you have not received a letter from the Foundation by April 30, 2017. The Foundation may send these letters by mail or email.

Most of the information requested by the Foundation is information you have already gathered for your college applications. We strongly encourage all high school seniors attending an eligible school to submit an application.

2. Eligibility to Apply

Full-time high school seniors in good standing, attending (i) Fall Mountain Regional High School, (ii) Kearsarge Regional High School, (iii) Kimball Union Academy, (iv) Mid-Vermont Christian School, (v) Mount Royal Academy, (vi) Newport Middle High School, (vii) Stevens High School (Claremont), (viii) Lebanon High School, (ix) Mascoma Valley Regional High School, (x) Windsor (Vermont) High School, (xi) Proctor Academy (xii) The Block Island School, (xiii) Claremont Christian Academy, (xiv) New England Classical Academy, (xv) Hartford (VT) High School and (xvi) Springfield (VT) High School are eligible to apply. Each applicant must be on track to graduate from high school by June 30, 2017 and to enroll in a post-secondary educational institution in the fall of 2017, and must provide a transcript or other official high school document evidencing anticipated graduation by June 30, 2017.

Eligible applicants shall demonstrate two or more of the following:

- (a) Strong moral and ethical character;
- (b) Service to school, community and/or family;
- (c) Part-time work;
- (d) Extra-curricular activities; and/or
- (e) Sports participation.

3. Eligible Post-Secondary Institutions

Applicants must intend to enroll in an accredited college, university, trade, technical or vocational school, or similar post-secondary educational institution (including institutions with two year degree programs) in the fall of 2017.

4. Deadline for Submission

Completed applications must be **received** by the Foundation no later than **February 1, 2017**. The Foundation cannot be responsible for incomplete or late submissions.

Completed applications should be **mailed only** to the following address:

The Robert and Joyce Oberkotter Family Foundation
P.O. Box 45
Newport, New Hampshire 03773

Emailed or faxed applications will not be accepted. Submissions received after February 1, 2017 will not be considered, regardless of the date the submission was mailed. We encourage students to use Fed Ex, UPS, Priority Mail or other mail service which provides the ability to for the sender to confirm receipt and to track the package.

5. Application Components

(a) Application: Each applicant must complete the attached application in full. All applications must be typed or computer generated. Handwritten submissions will not be considered.

(b) Letters of Recommendation: Each applicant will be required to submit **two (2)** letters of recommendation. **One** shall be from an educator in the high school that the applicant is presently attending or from an individual who supervises the applicant's sports participation or an extra-curricular activity in school, and **one** shall be from an individual not specifically involved with the applicant's education, school sports or school extra-curricular activities, and not employed in any capacity by the applicant's high school, such as a family friend, employer, pastor, outside activity advisor or leader, or other such individual. Each letter of recommendation (i) shall be signed by the person providing the recommendation; (ii) must include the name, address and telephone number of the person providing the recommendation, (iii) should describe the characteristics of the applicant that exemplify the eligibility criteria of the scholarship and provide one or more specific examples or anecdotes, and (iv) shall be included with the applicant's submission and should not be sent separately or directly by the person providing the recommendation. Letters of Recommendations need not be in separate or sealed envelopes, unless required by the recommender, but must be physically included with the application. The Foundation will not be responsible for letters of recommendation which are not included in the applicant's submission packet whether or not such letters of recommendation are received separately by the Foundation. The Foundation reserves the right to contact any or all of the individuals providing recommendations.

(c) Narrative Essay: Together with the completed application and the two letters of recommendation, each applicant shall submit a typewritten narrative essay on one of the topics listed below. **Please do not submit your common application essay or any institution's supplemental essay unless the essay specifically and directly addresses one of the following topics.**

- i. Why do you want to go to college and what do you hope to get out of it?
- ii. Pick a charitable organization that is meaningful to you, explain why and convince the Board to make a donation to the organization.
- iii. What are the pros and cons of after school employment for teenagers, and what is your opinion about after school employment?
- iv. During high school, how much homework per night should students be expected to complete, and why?

Essays must be at least one full, typed, double-spaced page, using reasonable-sized font, but shall not be more than two full, typed, double-spaced pages with one inch (1") margins, using 8.5" x 11" paper. Essays that do not meet the length guidelines will not be considered.

(d) Official School Transcript: Submit an official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2017.

6. Application Procedures

Each applicant must submit **five (5)** full copies of the entire application, which includes the application form, attachment to application form, transcript, letters of recommendation and narrative essay, collated in that order. Each set of copies will be read and reviewed by a separate member of the Foundation's Board of Directors, and any incomplete or uncollated application set will not be considered.

7. **Please carefully note the following:**

- Incomplete applications will not be considered
- The components of the application must be mailed together (5 sets); components, such as recommendations or transcripts, mailed separately to the Foundation will not be considered and will render the application incomplete
- Submissions that do not include 5 complete, collated sets of application materials will be deemed incomplete and will not be considered – each collated set is given directly to a foundation director for review; the Foundation is not responsible for photocopying or collating application material to be provided to the directors
- Submissions received after February 1, 2017 will not be considered regardless of post-mark or mailing date; applicants may not satisfy the due date requirement by emailing or faxing the application or any components of the application; please plan accordingly – **five collated, complete sets of applications materials in one envelope must be in the Foundation’s mailbox on or before February 1, 2017**
- Be sure to provide current contact information in case the directors have any questions while reviewing your application; preference is email or local cell or home telephone number; **please provide (i) a valid and regularly checked email address and (ii) a regularly checked telephone or cell phone number with voice mail; If we need additional information, or if we need to communicate with you for any reason, we may choose to call or use email, so we must have both a phone number and an email address**
- Any inquiries or other correspondence regarding the scholarship or application procedures must come from the school guidance office or from the applicant only, not from the applicant’s parents; direct inquiries to inquiries@oberkotterfamilyfoundation.org; please allow five business days for your inquiry to be answered, and please follow up if you do not hear back within five business days
- **PLEASE MAKE IT EASY FOR THE DIRECTORS TO CONSIDER YOUR APPLICATION ON ITS MERITS BY FOLLOWING ALL THE APPLICATION PROCEDURES PRECISELY**

Scholarship awards will be made directly to the institution in which the recipient enrolls for the fall, 2017 term. Scholarship recipients will be required to provide a mailing address for the bursar’s office of the college in which they are enrolling. In the event that any scholarship recipient does not provide adequate evidence of enrollment for the fall, 2017 term, or provide mailing information for the school by the due date indicated in the scholarship award letter, the scholarship to that recipient may be revoked at the election of the Foundation.