Red & Gena Leonard Foundation



Scholarship Application

Read all instructions. Answer all questions and supply a copy of your transcripts, FAFSA Submission Report showing your SAI (this report is supplied by the US Department of Education after your FAFSA is submitted), list of extracurricular activities, goal essay, and letters of recommendation.

Completed applications (with attachments) must be postmarked no later than March 31st.

Questions?
Call Tracy Gammell,
Executive Director at
(541)564-9177
rglfoundation@qwestoffice.net

Mail to:

Red & Gena Leonard Foundation P.O. Box 1024 Hermiston, Oregon 97838 The Red & Gena Leonard Foundation
was established by the late Red
& Gena Leonard to improve
the educational opportunities
of average students of good
character with poor financial
circumstances who have a desire
to seek further educational

opportunities.

ligibility Requirements

- 1. Applicant must graduate from High School or obtain a GED from one of the following towns: Arlington, Boardman, Echo, Hermiston, Pendleton, Umatilla, Irrigon, Fossil, Condon, Monument, Ukiah, Stanfield, Heppner, Ione, Pilot Rock, or Spray.
- 2. Financial need.
- 3. Average grades.
- 4. Desire to work in a trade.
- 5. Must attend an Oregon college or trade school (unless the training you need is not offered in Oregon).

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List any other unusual expenses or change in financial circumstance you would like us to consider

IV. ACTIVITIES

<u>High school seniors</u> attach a separate sheet of paper listing any work for pay, organization, club, sports program, community involvement or other extracurricular activities. Show dates of involvement as well as duties performed and offices held. Current college students please do not list high school activities. This may be an essay or in spreadsheet form. **No longer than one page**.

V. GOALS

Attach a separate sheet of paper explaining: (1) your career and educational goals; (2) how you plan to accomplish these goals; (3) why you should be considered for this scholarship. **Please be sure to address all three issues in your essay**. This essay should be no longer than one page.

VI. TRANSCRIPTS

FAILURE TO PROVIDE TRANSCRIPTS INVALIDATES YOUR APPLICATION WITH NO EXCEPTIONS. DO NOT SEND GRADE REPORTS OR SUMMARIES.

The safest way to get your transcripts to us on time is to attach them to the application form. Photocopies are accepted - we do not require sealed official envelopes sent by school registrars. If you have a transcript in a sealed envelope, attach it to the application form. To guarantee receipt of all application materials by the required deadline, we strongly urge you to obtain your own copies of transcripts and send them with the application form. Transcripts that are sent to us separately by the registrar's office do not always arrive on time.

- A. <u>Graduating Seniors or High School Graduates who have never attended college:</u>
 Send transcripts that show courses, grades, cumulative grade point average through the seventh high school semester. It is not necessary to provide transcripts or list the schools for college work completed prior to high school graduation. Examine your transcript to be sure that it includes a fall semester GPA.
- B. <u>General Education Development (GED) certificate recipients who have not attended college:</u> Send a transcript of GED record, available to Oregon recipients from the Oregon Office of Community Colleges, Attention: GED, 255 Capital street NE, Salem, OR 97310, or telephone (503)378-8648 extension 369.
- C. Continuing College Students:

Send transcripts or copies of transcripts for each institution where undergraduate work was completed. High school transcripts will not be needed for applications with at least one year of college transcripts. For transcripts from colleges that do not assign letter grades, you must send: (1) high school transcripts displaying courses, grades and cumulative grade point average through graduation; (2) transcripts of all college work.

VII. FAFSA

You must complete the FAFSA (Free Application for Federal Student Aid) to demonstrate your eligibility for financial assistance. It takes approximately four weeks for the US Department of Education to process the FAFSA form. File the FAFSA as soon as possible. YOU ARE REQUIRED TO ATTACH A COPY OF THE FAFSA SUBMISSION REPORT SHOWING THE SAI (STUDENT AID INDEX). APPLICATIONS WITHOUT THE FAFSA SUMBISSION REPORT WILL NOT BE ACCEPTED. This is the form you will have received back from the U.S. Department of Education after they receive and process your FAFSA.

VIII. Letters of Recommendation

Please attach two letters of recommendation from a teacher, clergy, employers, coaches, counselors, or other such people. APPLICATIONS WITHOUT REQUIRED LETTERS OF RECOMMENDATION WILL NOT BE CONSIDERED.

IX Completing the Application Process

$\sqrt{}$	All applications must be typewritten. Applications that cannot be read will not be considered.
	Put your name, address, and social security number on each page.

- $\sqrt{}$ Have someone proofread your application and essays for spelling and grammar errors.
- $\sqrt{}$ Double check that all required documents are attached. (See check list below).
- √ Mail forms to: Red & Gena Leonard Foundation, PO Box 1024, Hermiston, OR 97838.
- √ APPLICATIONS MUST BE POSTMARKED BY MARCH 31. ONLY APPLICATIONS WITH WRITTEN AUTHORIZATION OF AN EXTENDED DATE WILL BE ALLOWED PAST THE DUE DATE.

Recipients will be notified at High School graduation or by letters. *All recipients will be named on our web site and local news publications and will be expected to participate in Foundation activities.* Applicants who are not awarded scholarships will be notified as soon as possible.

BEFORE YOU MAIL THIS APPLICATION use the following checklist to make sure you have all of the required documents attached. **Incomplete applications will not be considered for scholarship.** If you have special circumstances that prohibit you from including all paperwork, please call Tracy Gammell, Executive Director, at (541)564-9177 or reglfoundation@qwestoffice.net. You may also visit our web site at: www.leonardfoundation.org

Completed application form	Transcript
2 letters of recommendation	FAFSA SUMBMISSION showing
Goal Essay (1 page maximum)	SAI (student aid index) Activity Sheet

The Red & Gena Leonard Foundation was established by the generosity of Red & Gena Leonard. These funds represent a lifetime of hard work and frugal living coupled with a desire to give back to the communities they loved. Red & Gena believed in "helping people help themselves through education and work".