

## **APPLICATION INSTRUCTIONS FOR NICHOLAS R. SANFORD MEMORIAL JOURNALISM SCHOLARSHIP**

**ELIGIBILITY.** Applicant must be a senior at a Venango County, Forest County, Clarion County, or Titusville Area High School who is planning to attend an accredited 2 or 4 year College or University after graduation. The Scholarship recipient is to be a student having a 3.6, 85% or B+ grade point average in high school.

The Scholarship Committee will consider the following when awarding a scholarship.

- Special consideration will be given to students who have submitted work for publication and have participated in journalism workshops outside of the school setting.
- Preference may be given to students pursuing Journalism
- Awards may be partially based on financial need

**SUBMISSION:** The following items must be filed by March 31, 2010

Mail all items to: Patty Huber, Scholarship Administrator

P. O. Box 374

Oil City, PA 16301

Phone: (814) 677 - 5085

**If you have applied for another scholarship from Kosak and Associates or the Venango Area Community Foundation, you only need to send in the application and essay and DISREGARD NUMBERS 2, 3 AND 4 BELOW.**

1. **Application:** The attached application should be completed in full, signed and returned promptly.  
**Essay:** On the back of the application, write an essay on your career plans.
2. **Secondary School Transcript & Scholastic Aptitude Test Scores:** You should request that your high school guidance counselor submit your permanent record including the courses and grades obtained to date, class rank and College Board Test (SAT) scores. Each applicant desiring to attend an accredited college must take the Scholastic Aptitude Tests of the College Entrance Examination Board in January or earlier. Make application for these tests at your guidance office.
3. **CSS/Financial Aid PROFILE:** Even if your college or university does not require a PROFILE application, you must complete this form in order to receive any scholarship administered by Kosak and Associates. Please note the following steps for filing the PROFILE APPLICATION.

Enclosed is the "Student Guide" which will explain the procedure you must follow in order to complete the CSS/Financial Aid Profile. **Be sure to enter the code #0430 for Kosak and Associates on the PROFILE application where it asks for Colleges, Universities and programs to receive PROFILE information.** The code #0430 must be entered to assure that our office receives the Profile information. This must be completed online by March 31, 2010. **Please note there are two steps; first you must register and second you must fill out the application.**

Supplements for Business, Farm and Divorced/Separated Parents should be completed, if applicable. Please telephone if you need the Supplemental forms or want to know if your parents should complete any of these supplemental forms

4. **Income Tax Report:** Parents must submit with your application a true and correct signed copy of their Income Tax Form 1040, 1040A, or 1040EZ for the year ending December 31, 2009. (Be sure to include the page of the tax form which has the signature on it.)

Please do not submit this page with your application. You should remove and retain these instructions.  
Any fees or charges of any kind must be paid by the applicant.

**APPLICATION**  
**NICHOLAS R. SANFORD MEMORIAL JOURNALISM SCHOLARSHIP**

RETURN PROMPTLY TO: Patricia Huber, P.O. Box 374, Oil City, PA 16301

**DEADLINE: March 31, 2010**

**TYPE OR PRINT ALL ENTRIES IN INK**

1. NAME: \_\_\_\_\_ 2. SOCIAL SECURITY NO.: \_\_\_\_\_  
                    LAST                    FIRST                    M.I.

3. ADDRESS: \_\_\_\_\_ 4. PHONE NO.: \_\_\_\_\_

5. CITY: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

6. HIGH SCHOOL GRADUATION DATE: \_\_\_\_\_

7. Which College or University are you planning to attend? \_\_\_\_\_

School address: \_\_\_\_\_

(a) Major Field of Study: \_\_\_\_\_ 10.(b) Length of Program: \_\_\_\_\_

(c) Occupational Goal: \_\_\_\_\_

8. Father's Name: \_\_\_\_\_

Fathers Address: \_\_\_\_\_

Mothers Name: \_\_\_\_\_

Mothers Address: \_\_\_\_\_

9. Are you intending to pursue journalism as a career at the collegiate level? \_\_\_ Yes \_\_\_ No (Please provide proof of your intention)

10. Have you submitted work for publication and participated in journalism workshops outside of the school setting? \_\_\_ Yes \_\_\_ No

PLEASE COMPLETE AN ESSAY ABOUT CAREER PLANS ON THE BACK OF THIS FORM.

In connection with this application for a scholarship, I hereby authorize the administrator serving this Program to request from any school attended by me: information, transcripts, financial aid records and any other records deemed necessary for the administration of this scholarship program, and I authorize any such school to submit any information, transcripts and other records which may be requested by the scholarship administrator. I also agree to report **IN WRITING** any financial aid that I may receive in addition to any possible awards from this Fund and to make this report IMMEDIATELY after I have been notified of each such grant.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Describe on the back of this form any pertinent information which you believe is not covered above regarding your request for this Scholarship.



## **INFORMATION ON THE PRIVACY ACT AND USE OF YOUR SOCIAL SECURITY NUMBER**

The Privacy Act of 1974 requires that each federal, state or local agency that asks for your social security number or other information must tell you the following:

1. Its legal right to ask for the information and whether the law says you must give it;
2. What purpose this agency has in asking for it and how it will be used; and
3. What could happen if you do not give it.

The number is needed to be sure we know who you are, to process your application, and to keep track of your record. We use your social security number in recording information about your college attendance; and in making sure that you have received the benefit of this scholarship. If you do not give us your social security number, you will not receive aid from the Nicholas R. Sanford Memorial Scholarship. Sanford scholarship applicants are hereby advised that disclosure of their social security number is a requirement and a condition for receiving a Nicholas R. Sanford Memorial Scholarship. This agency, without such an identifier, would have difficulty in maintaining proper program records. Section 7(a)(2) of the Privacy Act provides that an agency may continue to require the disclosure of an individual's social security account number where the agency required this disclosure under statute or regulations prior to January 1, 1975, in order to verify the identity of the individual. Beginning in 1978 applicants for Kosak and Associates and Venango Area Community Foundation scholarships have been required to answer all questions completely or face disqualification for grant assistance. All subsequent forms utilized by this agency contain the social security account number as the identifier of the applicant, including eligibility announcements forwarded to the student and the financial aid officer of the postsecondary institution.

### **STATEMENT OF CERTIFICATION OF AUTHORIZATION**

By signing the application, I/we authorize this agency for any year in which the applicant is considered for a Nicholas R. Sanford Memorial Scholarship: to make public announcement of any Sanford award made to the applicant; to investigate in any manner deemed appropriate by this agency, the eligibility of the applicant for a Sanford Scholarship; to forward to the postsecondary institution(s) which the applicant listed or subsequently indicates that the applicant may attend and to others administering financial aid which may bear on eligibility under the application, all information on any application and all information subsequently submitted to or acquired by the Agency. I/we also authorize and direct other federal, state and local government agencies, my high school, and my present and future employers to release to this agency information in their possession which may bear on my eligibility under the application. I/we understand that all documents submitted to this agency become the property of this agency and cannot be returned. I/we declare under penalty of the criminal laws of the Commonwealth of Pennsylvania that the application has been examined by me/us and to the best of my knowledge and belief is a true, correct and complete application. I, the applicant, understand that this scholarship, if awarded, cannot exceed unpaid charges by the institution for educational costs as determined by this agency (tuition and mandatory fees, room and board, and an academic year allowance for books.)

### **STATEMENT OF CERTIFICATION OF AUTHORIZATION**

By signing the Application for the Nicholas R. Sanford Memorial Scholarship, I/we hereby affirm that the signature below constitutes acceptance of the Statement of Certification of Authorization on this page, which is incorporated herein by reference and which I/we have read, understand, agree to and certify.

**SIGNATURE OF STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PARENT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Required if student is less than the age of 18)