

UNDERGRADUATE SCHOLARSHIP INSTRUCTIONS

The Fairfax County Library Foundation awards Undergraduate Scholarships up to \$2,000 to an individual for an academic program or college-level course/courses that are part of an academic program. Internet/on-line courses and programs qualify. If a degree program or course(s) cost less than the maximum, the actual cost will be awarded.

Eligibility

- All employees of Fairfax County Public Library (FCPL) or the Library Foundation
- All volunteers of Fairfax County Public Library (FCPL), the Library Foundation, or a Friends of the Library group.
- All residents of Fairfax County or the City of Fairfax or anyone attending school in Fairfax County or the City of Fairfax.
- An eligible individual may apply for a scholarship each year.

Scholarship applications are accepted for the following:

- An undergraduate academic degree program that the individual has either applied to, been accepted at, or is currently enrolled.
- A single academic course or courses that are part of a degree program. (The individual does not have to be enrolled in the degree program.)

Deadline

The application deadline is January 15. The application must be complete and received or post-marked by the deadline date (or the next day if the 15th is a Sunday or holiday).

INCOMPLETE, PARTIAL, OR LATE APPLICATIONS WILL NOT BE CONSIDERED.

Scholarships are awarded on a merit basis without regard to race, gender, religion, age, physical disability, or sexual orientation. Factors evaluated include the following:

- Demonstrated academic achievements
- Potential for success in a college environment
- Library-related work and/or volunteer experience
- Potential for future library work or volunteer
- Specific competencies which demonstrate individual merit

The Foundation will determine the number of scholarships awarded each year dependent on the availability of well-qualified candidates and funds. The Foundation is not required to select a recipient if none of the submissions merits the award in a given year.

Notification

All applicants will be notified of the decision within six to eight weeks of the application deadline date.

ALL FOUNDATION DECISIONS ARE FINAL AND NOT SUBJECT TO APPEAL

Library Volunteer Service

First time scholarship awardees who are not FCPL or FLF employees or volunteers with FCPL, the Library Foundation, or a Friends of the Library (FOL) group are required to perform the following number of hours based upon the amount of the award:

- For an award of \$1,500 or more, 40 hours are required
- For an award of \$1,000-\$1,400, 30 hours
- For an award of \$600-\$950, 20 hours
- For an award of \$200-\$550, 10 hours

Awardees will receive instructions on volunteering with their letter of notification, including whether past volunteer service satisfies this requirement.

Payment Policy

Payment will be made directly to the institution where the individual has been accepted or enrolled in the course or program described and has registered for the required volunteer service hours in a Fairfax County Public Library Branch, Foundation or Friends of the Library group.

Awardees will receive instructions on payment with their letter of notification.

While these scholarships seek persons with potential for future work or volunteer service in a library environment, FCPL cannot guarantee a future opportunity for paid employment or volunteer service.

Follow the instructions on the application. Type, print or write your application clearly and attach any documentation required. If an item needs additional clarification and the space is not adequate on the application form, attach a sheet with the additional information.

Be specific when explaining the competencies or characteristics that show your potential. You may have your application reviewed and signed by a school counselor, a teacher or professor, or supervisor if you believe it will help to strengthen and support your statement.