



## 2012-2013 MANA de San Diego Sylvia Chavez Memorial Scholarship Program Application Instructions

MANA de San Diego is pleased to continue the Sylvia Chavez Memorial Scholarship Program for San Diego County Latina residents. MANA's mission is to empower Latinas through education, leadership development, community service and advocacy.

### SCHOLARSHIP HISTORY

The Sylvia Chavez Memorial Scholarship Program is named after a member of MANA de San Diego. Sylvia Chavez believed in the power of higher education as a means for Latinas to achieve equal participation in the social, educational, and economic arenas of this country. Since 1991, MANA de San Diego has awarded 355 scholarships in her memory and \$337,500 in scholarships.

### AWARDS

Award recipients may receive:

\$500 award for community college

\$1,000 award for four-year University

\$1,000 to \$2000 award for graduate program (including post-doctoral programs)

Selection is based on academic and non-academic criteria of the applicant including: leadership, community involvement, educational aspirations, career goals, grade point average, special circumstances, and financial need. This is a competitive scholarship program. Not all applicants will receive awards; these awards are dependent upon funding availability.

### ELIGIBILITY

1. Applicant must be a Latina with a permanent residence in San Diego County. Students may go to school in another area during the school year.
2. Applicant must be currently enrolled in a community college, four year university, graduate level program (including post-doctoral programs) when submitting application and remain enrolled in Spring 2013.
3. High School Seniors who are in the MANA's *Hermanitas*® Program are eligible to apply for the 2012-2013 scholarship.
4. **Undergraduate** applicants must have a **2.80** grade point average or higher.\*
5. **Graduate** applicants must have a **3.0** grade point average or higher.\*
6. Applicant must demonstrate community involvement.\*
7. Applicant must be available for an interview.
8. Applicant may be a prior MANA de San Diego scholarship recipient. Note that the application must specify the extent to which prior Award Requirements have been met.
9. All application packet materials (including letters of recommendation, official transcripts, etc.) must be postmarked by **February 8, 2013**. Incomplete or late application packet materials will be disqualified.

*\*Unusual circumstances may be considered. See application, page 5.*

## SELECTION PROCESS AND AWARDS

### Scholarship Committee:

Applications meeting the eligibility guidelines are reviewed and evaluated by a committee comprised of volunteers. All selections made by the committee are final.

### Interview:

Applicant must be able to attend a face-to-face interview in San Diego. If applicant is studying out of San Diego County, arrangements will be made for a telephone interview.

### When will the scholarship be awarded?

Scholarships will be awarded in June 2013 during an awards ceremony. All applicants will be notified of the results in writing by May 2013.

### How can the award be used?

The scholarship funds may be used for education-related expenses, including tuition and fees, room and board, transportation, books and school supplies.

## AWARD RECIPIENT REQUIREMENTS

1. Scholarship recipients must sign a Letter of Agreement on award requirements. It will include the deadlines, list of MANA volunteer activities, and contact information.
2. Scholarship recipients are required to become a member of MANA de San Diego.
3. Scholarship recipients are required to volunteer in at least one MANA event during the 2013-2014 academic year. Volunteer activities may include speaking to MANA Sponsors or Members at a MANA event or meeting about how the MANA scholarship and/or MANA program(s) has helped towards recipients' education. Alternative volunteer activities may apply when a recipient studies outside of San Diego County.
4. Scholarship recipients must contact a Scholarship Committee Member to provide an update on recipients' educational accomplishments twice a year until completion of recipients' ongoing studies.
5. Scholarship recipients must write a thank you letter to the Scholarship Committee and/or MANA.
6. Returning award recipients are encouraged to document how the requirements as past recipient have been met.
7. *High School Seniors who are in the MANA's Hermanitas® Program ONLY*: Scholarship disbursements for High School Senior *Hermanitas®* selected as scholarship recipients in the spring of 2013 will be held upon proof of college/university registration enrollment for the 2013-2014 school year. Failure to do so by 10/1/2013, will forfeit all scholarship awards for that year.

## PROGRAM LIMITS

1. MANA de San Diego retains the right to change or terminate this program at any time.
2. MANA de San Diego is not responsible for applications and materials lost, misplaced, or delayed through the mail or other delivery processes.
3. Once submitted, the application and materials become the property of MANA de San Diego. All information is kept confidential.

## HOW TO APPLY

We encourage that you thoroughly review the Application Instructions and Scholarship Application, and send **one single packet** with all the application materials. We will not be able to process your application unless you carefully follow these instructions. Only complete application packet materials will be processed (please do not send additional information than required). It is the responsibility of the applicant to ensure all application materials are submitted and postmarked by the deadline. Application packet materials must **ONLY** include:

1. **Completed scholarship application.** Carefully complete the application, listing all pertinent facts relating to your personal and academic achievements.

2. **Official transcript(s).** Request a copy of your official college transcript (high school transcripts for *Hermanitas*®). Most schools assess a nominal service charge to send official transcripts. Transcripts must be postmarked by deadline if sent separately.
3. **Letter of recommendation from an academic source.** Request letter of recommendation from a school counselor, advisor or teacher who knows of your academic record and potential. Include relationship and potential to succeed in field of study. Letter must be postmarked by deadline if sent separately.
4. **Letter of recommendation from a community leader or work source.** Request letter of recommendation from a community leader or work supervisor who knows of your accomplishments and career goals. Include relationship, potential to succeed, career goals, and community service. Letter must be postmarked by deadline if sent separately.
5. **Personal statement.**

#### New Applicants

Write a one-page (12 pt font) single-spaced personal statement addressing each of the following questions:

- ◆ Who are you? (Remember to indicate if you are a graduate of MANA's *Hermanitas*® Program, MANA committee member, mentor, etc.)
- ◆ What are your goals, dreams and aspirations?
- ◆ What is your most significant accomplishment thus far and why?
- ◆ Tell us about a time when you felt proud to be Latina
- ◆ How have you contributed to the community and how will you contribute in the future? Please also describe whether your community involvement is part of your employment, thesis, school project, major or research.

#### Renewal Applicants

Write a one-page (12 pt font) single-spaced personal statement including:

- ◆ Academic challenges and successes since receiving scholarship from MANA
- ◆ Your personal growth since receiving scholarship from MANA
- ◆ Your involvement with MANA during the immediate past year
- ◆ Your plans for the future

#### 6. **Application packet**

Application packet materials must be postmarked **no later than February 8, 2013**. Mail to:  
 MANA de San Diego  
 Scholarship Committee  
 2515 Camino Del Rio South, Suite 228  
 San Diego, CA 92108

#### **Application Packet Checklist ✓**

- 1. **Completed scholarship application**
- 2. **Official transcript(s)** Transcripts must be postmarked by deadline if sent separately.
- 3. **Proof of college/university registration enrollment during the spring of 2013.**  
*Exception: High School Seniors who are in the MANA's Hermanitas® Program and are selected as recipients during the spring of 2013 must provide proof of enrollment during the school year 2013-14 by 10/1/13.*
- 4. **Letter of recommendation from an academic source.** Letter must be postmarked by deadline if sent separately.
- 5. **Letter of recommendation from a community leader or work source.** Letter must be postmarked by deadline if sent separately.
- 6. **Personal Statement**
- 7. **Mail application packet in a sealed envelope with all the required materials.**

Please **DO NOT** staple documents.



## 2012-2013 MANA de San Diego Sylvia Chavez Memorial Scholarship Program

### SCHOLARSHIP APPLICATION

**TYPE OR PRINT ALL INFORMATION EXCEPT SIGNATURES**

Have you received a MANA de San Diego Scholarship before?  YES Year(s) \_\_\_\_\_  NO  
 Have you been an *Hermanitas*® mentor?  YES  NO  
 Are you a current *Hermanita* or graduate of the *Hermanitas*® program?  YES  NO  
 If yes, indicate year and Mentor(s) name: Year(s): \_\_\_\_\_ Mentor: \_\_\_\_\_

<b>APPLICANT INFORMATION</b>
------------------------------

Last Name	First Name	Middle Initial
-----------	------------	----------------

PERMANENT MAILING ADDRESS:

Street	Apt. No. _____
--------	----------------

City	State	Zip Code
------	-------	----------

(_____) _____ Telephone Number	(_____) _____ Alternate Telephone Number	
-----------------------------------	---	--

Personal E-Mail Address	School E-Mail Address
-------------------------	-----------------------

**2012-13 School Year--**School name you are enrolled during the 2012-13 school year.  
 Use official school name. Do not use abbreviations.

School NAME: \_\_\_\_\_

School ADDRESS: \_\_\_\_\_

Street	City	State	Zip Code
--------	------	-------	----------

**What degree are you pursuing in the college/university you stated above?**

**Check one:**  Associates Degree (2 yr program)  Bachelors (4 yr program)  Masters (+2-4 yrs)  Doctoral (+2-4 yrs)  
 Other (Describe) \_\_\_\_\_

**What is your Major and Minor course of study?**

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Graduate Students indicate your field of study: \_\_\_\_\_

Current Quarter or Semester (please specify):  Quarter  Semester

How many units and courses are you currently enrolled in? \_\_\_\_\_ Units and \_\_\_\_\_ Courses

How many units and courses represent a full-time status in the enrolled college/university? \_\_\_\_\_ Units \_\_\_\_\_ Courses

**List all schools that you have attended: high school, undergraduate, and graduate studies as applicable.**

Dates From	To	Name, City and State of School Attended (Most current first)	Major Field	Degree Awarded	GPA

**WORK EXPERIENCE**

List your most current work experience, including part-time and/or summer positions, and internships. Present employer first.

Dates From To		Name, City and State of Employer	Position Held	Hours per Week

**FINANCIAL DATA FOR 2012-2013 SCHOOL YEAR (Circle one) Data Per: Semester Quarter Year**

Estimated Costs (A)		Expected Sources for Payment (B)		Detail of Financial Assistance (C)* (Pell Grant, State Grants and Scholarships)	
Tuition and books	\$	Personal and family	\$		\$
Room and board	\$	Loans	\$		\$
Transportation	\$	Financial Assistance*	\$		\$
Total	\$	Total	\$	Total	\$

\*Use column (C) to list all sources of financial assistance such as Pell Grant, State Grants and Scholarships. Do not include loans in this category.

**FAMILY AND INCOME LEVEL**

Total Household Family Size: \_\_\_\_\_ (All immediate family members including yourself)

Total Gross Annual Household Income: \$ \_\_\_\_\_

(Combined annual income for all family members in your household)

**COMMUNITY INVOLVEMENT**

List up to three examples of your community involvement, which is non-paid volunteer hours (not required for employment, school project, major or thesis research). If you do not have time to volunteer for community purposes due to lack of time based on your studies, write about your unusual situation below.

Organization	Position	From- MO/Yr.	To- MO/Yr.	Hrs. per Month

**UNUSUAL CIRCUMSTANCES:**

If applicable, describe how and when any unusual family or personal circumstances have affected your achievement in school, and/or your participation in community activities (attach additional page if necessary).


I certify that I meet the basic eligibility requirements of the scholarship program and that the information provided is complete and accurate to the best of my knowledge. If requested, I agree to give proof of information. I understand that if awarded a scholarship, I am required to sign a Letter of Agreement specifying the award requirements prior to receiving the award.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Falsification of information may result in termination of any scholarship award granted. This application becomes the property of MANA de San Diego. It is recommended that you keep a copy for your file.*