

Upper Ohio Valley Presbytery

Russell Scholarship Fund

Established by Robert H. and Helen B. Russell

I. MISSION STATEMENT

The Upper Ohio Valley Presbytery Scholarship Fund was established in November, 1997, through the generosity of Robert H. and Helen B. Russell of the First Presbyterian Church, Shadyside, Ohio.

Its purpose is to assist with the cost of education beyond high school. Members or persons regularly attending Presbyterian Churches within Upper Ohio Valley Presbytery may apply for scholarships from the fund, within the following guidelines.

The Presbytery receives interest on the principal amount of the funds endowed for this scholarship, as well as gifts by other donors, which perpetuate the fund.

II. ADMINISTRATIVE STRUCTURE

The funds for the program shall be kept in a segregated account under the custody and supervision of the Presbytery's Stewardship Committee, which shall determine the investment policy for the fund.

The grant application and approval process shall be under the direction of the Training and Development Committee which shall establish a Student Loan Subcommittee of not less than four Committee members. The Sub-committee shall review all applications and recommend appropriate action to the Training and Development Committee which shall be responsible for the final decision on each application.

Grant disbursements shall be made by the Presbytery Treasurer on written directive of the Training and Development Committee. Checks shall be made payable to the recipient, who is responsible for notifying the institution of the award.

The Training and Development Committee shall take appropriate steps to annually publicize the availability of this Grant Program.

III. ELIGIBILITY

The Grant Program shall be open to Presbyterian and other students seeking post-high school and pre-graduate school education, and also to persons under care of this Presbytery's Committee on Preparation for Ministry. So as not to limit the program solely to formal four-year baccalaureate programs, the Student Loan Committee shall have the discretion to approve an application based upon the type of educational program the applicant proposes to pursue. Applicants shall not be required to be a member of an Upper Ohio Valley Presbytery church, but must be actively engaged with such a church by way of regular attendance and/or strong involvement in programs of such church.

Applicants shall be required to complete a Grant Application Form as established by the Training and Development Committee. The application must include proof of enrollment and a brief essay written by the applicant describing the educational program to be entered together with the applicant's career goals. The application must also be accompanied by a letter of recommendation from the session of a church in this Presbytery with which the applicant is associated. Applicants shall also be required to provide the Committee with a copy of current FAFSA form and statement of other scholarships and loans they are to receive so as to enable the Committee to review economic need. Applicants are expected to carry an academic average of at least 2.8 on a 4 point scale, or equivalent.

Grants of up to Twenty Five Hundred Dollars (\$2,500.00) per applicant per year shall be available based upon the availability of funds. Students shall be eligible for more than one grant, but must reapply each year.

Grant applications shall be postmarked by *MAY 31* of each year. Applications shall be reviewed by the Training and Development Committee which shall make a final decision as to eligibility and amount at its June meeting each year.

Instructions for Completing the Application

1. Please fill out the attached application form completely. If you wish to add an explanation to any item, please attach an extra sheet to the form.
2. The following items *MUST* accompany your application:
 - A. A brief essay describing the educational program you plan to pursue and your career goals;
 - B. Proof of enrollment from the school you plan to attend (schedule for next semester and/or acceptance letter for entering freshmen);
 - C. A grade transcript or other proof that you have at least a grade point average of 2.8 on a 4 point scale, and ACT/SAT scores for entering freshmen;
 - D. A letter of recommendation from the session of your church over the signature of the clerk of session;
 - E. A copy of your current FAFSA form; and
 - F. A statement showing what financial aid by way of loans and grants are being provided to you from other sources.
 - G. For post graduate ministerial students only: a statement from the chair of the Committee on Preparation for the Ministry that you are under care of the UOVP.
3. Applications must be postmarked no later than *MAY 28*.
4. IT IS YOUR RESPONSIBILITY TO MAKE CERTAIN THAT YOUR APPLICATION IS COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
5. Please send completed application to:

UOVP Russell Scholarship Program
C/O Upper Ohio Valley Presbytery
907 National Road, Wheeling, WV 26003
6. If you have questions concerning the application, please call the Rev. Matt Camlin at (304) 387-0786.

SUGGESTIONS WHEN APPLYING FOR THE RUSSELL SCHOLARSHIP

The task group offers students, parents, sessions, and advisors looking toward the Russell Scholarship process the following suggestions to maximize the effectiveness and impact of your application:

1. Make sure you start early enough to get your application mailed in on time. No one missed the time cut last year, but some came close.
2. Use sufficient postage. It's a little thing, but if you're trying to make a good impression it's a bit awkward to have your materials arrive "Postage Due."
3. Use an envelope large enough to contain all your materials without folding them.
4. Use the checklist provided at the beginning of the application to make sure you include every piece of information that is required. Some applicants left out some items last year.
5. If a particular piece of information is not available for some reason or another (your expected financial aid from your educational institution, for example), phone the number listed in the supporting materials on the Upper Ohio Valley Presbytery website, or call the presbytery office itself and explain the problem, then include written documentation of how the problem was dealt with. Several applicants encountered such issues, and no one who followed this procedure was hindered in the application process.
6. Write your personal essay thoughtfully, carefully, hey – even prayerfully! Brief and well-focused is fine, but do put some significant effort into it. In years past, some essays were enjoyable and inspiring reading, and gave a clear picture of who and what God was calling a particular applicant to be and do, how that person's educational goals fit into the picture, and how a Russell Scholarship might help. Others, not so much. This is a key part of the application.
7. Clerks of Session, in your recommendation, be as specific and complete as you can in describing an applicant's life in faith. If you have questions, feel free to phone the convener (name and number listed in the on-line materials).

Upper Ohio Valley Presbytery

Robert and Helen Russell Scholarship Fund Student Grant Application

Application deadline: postmarked by May 28.

Please send completed application to:
UOVP Russell Scholarship Program
C/O Upper Ohio Valley Presbytery
907 National Road, Wheeling, WV 26003

Section A - You (the applicant):

- 1) First name _____ Middle Initial ____ Last Name _____
- 2) Permanent mailing address _____
City _____ State _____ Zip _____
- 3) Social Security Number _____
- 4) Date of birth _____
- 5) Permanent home telephone No. _____
- 6) Marital Status: ____ Single ____ Married ____ Widowed ____ Divorced
- 7) Legal dependents (Other than a spouse):
Dependent 1 _____ Dependent 2 _____
Dependent 3 _____ Dependent 4 _____
- 8) Home church name _____
Address _____
City _____ State _____ Zip Code _____
- 9) Pastor's name _____
- 10) Clerk of session's name _____
- 11) Youth director's name _____
- 12) Are you a member of this church? ____ YES ____ NO

13) Length of time attending this church? _____

SECTION B - Your Plans:

1) Your expected enrollment for the school year when the scholarship will apply:

Term/Quarter	Full Time	3/4 Time	1/2 Time	Less Than 1/2 Time
Summer Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fall Semester/Quarter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Winter Quarter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spring Semester/Quarter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summer Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2) College degree/certificate you expect to receive and projected completion date: _____

3) Your grade level during the school year previous to when the scholarship will apply:

- | | |
|--|---|
| <input type="checkbox"/> 1st yr./never attended college | <input type="checkbox"/> 5th. yr./other undergraduate |
| <input type="checkbox"/> 1st yr./attended college before | <input type="checkbox"/> 1st yr. graduate/professional |
| <input type="checkbox"/> 2nd yr./sophomore | <input type="checkbox"/> 2nd yr. graduate/professional |
| <input type="checkbox"/> 3rd yr./junior | <input type="checkbox"/> 3rd yr. graduate/professional |
| <input type="checkbox"/> 4th yr./senior | <input type="checkbox"/> Beyond 3rd yr. graduate/professional |

4) What colleges (please include complete address) do you plan to attend in the coming year?

5) In addition to this scholarship, what other types of loans or grants have you or your parents applied for?

6) What Veterans' Educational Benefits do you expect to receive this coming year?

Amount per month \$ _____

Number of months _____

Section C - Family Information

Student Section
(student & spouse, if married)

Parents' Section

Number in student's household in the past year.

Number in parents household in the past year.

Number of college students in your household in the past year.

Number of college students in parents household in the past year.

Of the number above, how many will be in college at least half of the time in at least one term in an eligible program?

Of the number above, how many will be in college at least half of the time in at least one term in an eligible program?

Section D - Income Earnings and Benefits

Student Section
(student & spouse, if married)

Parents' Section

Total number of exemptions _____

Total number of exemptions _____

Adjusted Gross Income: _____

Adjusted Gross Income: _____

Income tax paid: _____

Income tax paid: _____

Past year's income from work:

Past year's income from work:

Student: \$ _____

Father: \$ _____

Spouse: \$ _____

Mother: \$ _____

Assets:

	Cash	Savings	Checking
Student	\$ _____	\$ _____	\$ _____
Spouse	\$ _____	\$ _____	\$ _____
Father	\$ _____	\$ _____	\$ _____
Mother	\$ _____	\$ _____	\$ _____

SIGNATURES: After filling out this form, please sign it. Your signature on the next page certifies that all information on the foregoing form is true and complete to the best of your knowledge. **EVERYONE WHO HAS CONTRIBUTED INFORMATION ON THIS FORM SHOULD SIGN ON THE LAST PAGE.**

Student: _____

Spouse: _____

Father/Stepfather: _____

Mother/Stepmother: _____

Date Executed: _____

Please Note: All information reported on this form will be held confidential by the Training and Development Committee.