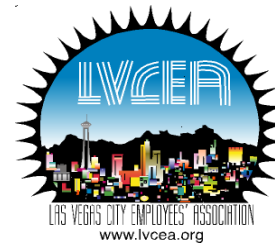


Interoffice Memorandum



TO: LVCEA Members
FROM: LVCEA Board
RE: ***\$500 Scholarship Program***

Overview

The LVCEA is dedicated to serving the needs of our Members. Realizing one of your needs is providing your children with a quality education the LVCEA is pleased to offer a one-time \$500 scholarship for one child of our membership each school year. Scholarship money will be paid directly to the student's college or university for tuition, fees or other related educational expenses and must be used in the calendar year awarded. Applicants will be judged on a written essay, school and community activities, high school transcripts, and letters of recommendation. Financial need is not a consideration.

Guidelines

1. Complete the attached application.
2. Type a 500 word essay (double spaced) on the assigned topic. "Experience vs. Education in today's workforce."
3. Secure three (3) letters of recommendation. Only one can be from a teacher, counselor or principal. None can be from a relative.
4. Obtain a cumulative high school transcript that includes your first semester senior year.
5. All application packets (to include: application, copy of birth certificate/legal guardianship documentation, cumulative 1st semester senior transcripts identifying a 3.0 or better, a 500 word essay and three (3) letters of recommendation). The completed packet must be submitted to the LVCEA office by 4 p.m. **March 30th, 2012** for consideration. **There will be no exceptions!**
6. We will notify the scholarship finalist by **April 18th, 2012**.
7. The winner of the scholarship will be determined by a majority vote of the LVCEA and **announced at the April 2012, General Membership Meeting.**

Eligibility

- ✓ Must be a child or legal dependant of an LVCEA Member in Good Standing for at least two (2) consecutive years.
- ✓ Be entering as a freshman at an accredited public or private college or university from which you can receive an Associate or Bachelor degree.
- ✓ Must have at least a "B" average (unweighted).
- ✓ The LVCEA reserves the right not to award the scholarship if no applicant achieves the minimum standards. In addition, the LVCEA reserves the right to discontinue the scholarship program.
- ✓ Only one (1) scholarship of \$500 will be awarded per school year and must be used in the same calendar year awarded.

Judging

1. Applicants will be considered on all aspects of the application process – the essay, school and community activities listed on the application, and finally, the transcripts and letters of recommendation. Essays will be evaluated on: creativity, content and mechanics (grammar, spelling, punctuation).
2. Any student or parent disputing the final outcome or apparently falsifying information will automatically be disqualified.

**Las Vegas City Employees' Association
Scholarship Application**

Student's Last Name: _____ Student's First Name: _____

Student's Home Phone: _____ Email Address: _____

Student Social Security Number: _____

Mailing Address: _____

City	State	Zip
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Parent/Guardian Name: _____ Parent/Guardian Work Phone: _____

High School Name: _____ High School Phone Number: _____

High School Mailing Address: _____

City	State	Zip
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High School GPA (unweighted): _____ Male or Female (circle one) Age: _____

List your extra curricular activities/awards:

Name of College or University you have chosen to attend: _____

Address of College or University:

Degree Program: _____

===== Office Use Only =====

Date Application Packet Received: _____ Received by: _____

Verification Process Checklist – All items checked off as included in packet: Yes or No

Date approved as scholarship candidate: _____

Verification Process Checklist

Yes or No	Completed application
Yes or No	Birth Certificate/Legal Guardianship Papers
Yes or No	Parent/Guardian a Member in Good Standing for at least two (2) years
Yes or No	1 st Semester Senior transcript - cumulative 3.0
Yes or No	500 word essay
Yes or No	Three (3) letters of recommendation
Yes or No	Verified & approved as a candidate

Received by:

Date: / /
