



Andrés y María Cárdenas Family Foundation
2009 Online Scholarship Application
Information and Instructions

Please read carefully

ELIGIBILITY

- Must be a senior at one of the following schools **Arleta HS, Kennedy HS, Monroe HS, North Hollywood HS, Polytechnic HS, San Fernando HS, Sylmar HS, Van Nuys HS and Panorama HS.**

OR

Must have graduated from one of the above listed schools or have completed one semester at Los Angeles Mission College.

- Must be accepted or enrolled in a college, university or community college for Fall 2009 and in attendance through Spring 2010 as a full-time student. As an undergraduate, you must carry at least 12 units. Scholarship awards range from \$500 - \$3000.

SUPPORTING DOCUMENTS YOU WILL NEED WHEN YOU APPLY

- **RECOMMENDATION LETTER INFORMATION** (*name and e-mail address of person providing letter of recommendation*)
- **VALID E-MAIL ADDRESS**
- **GPA Verification form** (see page 4)
- **FAFSA application.** EFC number is required. Not required for AB540 students.
- **Educational Resume**
(*for resume assistance visit – http://www.layoutthatwork.org/WRC_Resume_Template_1.0.pdf*)
- **Personal Essay** – see specifications below.
- **Passport size photo** (approx. 1"x 2"), in JPG or GIF format.

DEADLINE: APPLICATION MUST BE SUBMITTED ONLINE ON OR BEFORE FRIDAY, MARCH 6, 2009. IT IS THE STUDENT'S RESPONSIBILITY TO MAKE SURE THAT THE APPLICATION FORM AND ALL SUPPORTING DOCUMENTS ARE SUBMITTED ON TIME; **NO EXCEPTIONS OR EXTENSIONS.**

APPLICATION DEADLINE: FRIDAY, MARCH 6, 2009

Recipients will be notified the week of April 24TH. It is **MANDATORY** that first time college students attend **BOTH** a College Orientation Workshop, Saturday, May 16, 2009 and the AMCFF Community Breakfast, Sunday, May 31, 2009. A parent/guardian is required to attend the college orientation workshop.

Please send your GPA Verification form to:

**The Andrés y María Cárdenas Family Foundation
Selection Committee
Post Office Box 920008
Sylmar, CA 91392-0008**

Personal Essay

Please write a reflective response to **one** of the following essay questions. The essay must be typed, double spaced, Times New Roman, 12 pt. font, 1 inch margins and at least 250 words but no longer than two pages in length. **Type your full name** and **essay number** across the top of each page. Attach essay to on-line application when prompted.

ESSAY QUESTIONS:

Essay 1:

Mark Twain once said, "I never let my schooling interfere with my education." What do you think he meant? Do you agree?

Essay 2:

We all like to think we grow and learn by our experiences. What experience in your life has propelled you to grow and mature as a person?

AMCFF On-line Application Process Frequently Asked Questions (FAQ)

1. May I apply on-line?

We have converted to a paperless on-line application process. The GPA Verification form is the only document that will be mailed in. Mail to: AMCFF Selection Committee, P.O. Box 920008, Sylmar, CA 91342-0008.

2. Why am I not able to submit my application after I entered the information requested?

Make certain that you have made an entry in all the fields that apply to you. In the fields that do not apply to you enter either zeros, None or N/A.

3. What is an appropriate e-mail address?

For safety reasons we recommend you stay away from personal identification such as date of birth, social security number or other personal related information. For professional reasons avoid using slang, profanity or drug related messages in your e-mail address.

4. Why is a photo requested to complete the application?

AMCFF takes pride in presenting and congratulating the recipients with a photo in the program at the Annual Community Breakfast.

5. Can AB540 students apply for the scholarship?

Yes.

6. What GPA do I report?

You must report your unweighted GPA. This is your GPA that does not include extra points added by AP and Honors courses, and therefore cannot be greater than 4.0. For more information see your college counselor.

7. What is the GPA Verification form?

The GPA Verification form can be found on our website. This form must have official school seals and therefore the original must be mailed to us at the following address:

AMCFF Selection Committee, P.O. Box 920008, Sylmar, CA 91342-0008.

FAQ'S CONTINUED

8. What is the EFC number?

The EFC number is the applicant's Expected Family Contribution number. After the FAFSA form is processed the SAR report is generated which contains the EFC number. If you are an AB540 student enter "none".

9. How do I know if I am self supporting?

You can no longer be claimed as a dependent on your parent's/guardian's income tax return.

10. Am I required to submit an Educational Resume?

Yes. The Educational Resume must include the following, if applicable: List of honors and awards received in college/community, extracurricular activities and positions held in school/community, career objectives and future goals, work experience, and any unusual or special circumstances that may affect your financial situation.

(for resume assistance visit – http://www.layoutthatwork.org/WRC_Resume_Template_1.0.pdf)

11. Why do I need a Letter of Recommendation and what must it include?

This letter is extremely important in the selection process, as the recommendation will help the Scholarship Committee distinguish you from other candidates. It must include the relationship your Recommender has with you and the length of time he/she has known you; your strengths including motivation, leadership and commitment, examples of commitment to achieve your educational goals, examples which elaborate on your potential to compete in a college atmosphere and your community/volunteer service.

12. Who should I indicate as my Recommender?

A Recommender is the person who you wish to write a letter of recommendation to include as part of your application. Your Recommender should be a teacher, counselor or college advisor. Or, if you have been out of school for two or more years, your recommender may be your most recent employer. The Recommender should not be a relative or friend.

13. I just submitted my on-line application. How does my letter of recommendation get submitted?

Your Recommender must submit their recommendation online. Instructions about the recommendation process will be e-mailed to your Recommender after you submit your application. Please note it is your responsibility to verify with your recommender that he/she received our email.

14. If I apply this year and am not selected may I apply next year?

Yes! Students are encouraged to reapply each year.

15. If I am awarded a scholarship may I apply again next year?

Yes! Past recipients may reapply each year.

16. What is the "Mandatory College Orientation Workshop"?

We hold a mandatory college orientation workshop which provides useful information to the **new** college student. A panel of current college students as well as graduates will provide a unique opportunity for the new student to gain useful information regarding financial aid and any other questions that they may have regarding college life. A parent is also required to attend the college orientation workshop, which will be held on Saturday, May 16th, 2009.

17. Is it mandatory that I attend the Community Breakfast?

Yes, if you are a first time recipient. The Community Breakfast will be held on Sunday, May 31, 2009.

GPA VERIFICATION FORM

2009-2010 Scholarship Program
The Andrés y María Cárdenas Family Foundation
Post Office Box 920008 Sylmar, CA 91392-0008
Phone: (818) 640-6454 fax: (818) 475-5472
<http://www.cardenasfoundation.org>



PART #1 - TO BE COMPLETED BY STUDENT

This form is required for all students. Your academic counselor, registrar or other school official must sign this form, verifying your GPA on a 4.00 scale. If your school does not use a 4.00 scale, please ask a school official to convert your GPA to a 4.00 scale. Please complete the information below and sign and date the release of information section. Ask your school official to complete the remainder of the form and **return it to you**. You will mail this to the Selection Committee at the above address.

Student's Full Name: _____

Social Security Number: _____ - _____ - _____

School/College Name: _____

School/College City, State: _____

RELEASE OF INFORMATION

I grant permission to release all information regarding GPA Certification or other application-relevant concerns to the scholarship grantors of the scholarship program, as deemed necessary by the Andrés y María Cárdenas Family Foundation. I also authorize the scholarship grantors to share this information for the purposes of recruitment, public relations and any other related activity.

Applicant Signature: _____ Date: _____

PART #2 – TO BE COMPLETED BY SCHOOL OFFICIAL

CERTIFICATION OF CUMULATIVE GPA ON A 4.00 SCALE

*IF YOUR INSTITUTION USES A SCALE OTHER THAN A 4.00 SCALE,
PLEASE CONVERT THE STUDENT'S CUMULATIVE GPA TO A 4.00 SCALE.*

I certify that the above named student's **CUMULATIVE GPA ON A 4.00 SCALE IS:**

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School Official's Full Name

School Official's Email Address

School Official's Title

Telephone Number

Signature of Authorized Official

Today's Date

(Affix School Stamp or Official Seal Below)