

PHI KAPPA THETA FOUNDATION SCHOLARSHIP PROGRAM GUIDELINES

Introduction

The Phi Kappa Theta Foundation, through the generosity of alumni brothers and others, is able to award numerous scholarships to deserving collegiate members of Phi Kappa Theta Fraternity who demonstrate financial need and excel in the areas of academics, chapter leadership and campus/community involvement.

All scholarships are awarded annually in the spring by the Phi Kappa Theta Foundation Scholarships & Grants Committee. Criteria and award amount for each scholarship are listed on the next page. **There is one application for all scholarships even though certain scholarships are restricted to members of a specific chapter.**

All applications must be postmarked by April 15th

General Eligibility

As detailed on the next page, individual scholarships have varying requirements as established by their donors, however, the following requirements apply to all scholarships.

Applicants shall:

1. Be an initiated member of Phi Kappa Theta Fraternity and in good standing
2. Be enrolled in an undergraduate or graduate course of study leading to a degree in the school year following his application.
3. Demonstrate financial need, and be able to demonstrate that with the restrictions of his present course of study he is now making a personal effort to earn part of the cost of his education.
4. Demonstrate active involvement with his chapter, on his campus and in his community.

Application Instructions

For a scholarship application to be considered, all six parts must be completed. "Neatness counts" with this committee also; please make an effort to type the application or write clearly and legibly.

- Personal Information Questionnaire (Parts 1-3)
- Essay (Part 4)
- Two letters of recommendation (Part 5)
- Transcript (Part 6)

Personal Information Questionnaire: Helps us learn about you, your family situation and your current academic and financial circumstances. Be specific and thorough in your answers.

Essay: Gives you a chance to share what Phi Kappa Theta has meant to you in your collegiate career and how your membership has benefited Phi Kappa Theta. **Must be typed.**

Letters of Recommendation: Helps us learn more about you and your accomplishments. Each applicant is expected to arrange for two letters of recommendations to accompany the application. These letters should be written by (1) a chapter advisor (alumni or faculty) and (2) a faculty member (Associate Professor or Professor) of the department or college which oversees your major/course of study. Pre-printed memos have been included for you to fill in with appropriate information and delivered to individuals that will be writing the letters. **Remember they are busy people and that you should allow plenty of time for them to respond to your request.**

Transcript: In order to validate your academic standing and achievements, arrange for a transcript to be included. Normally, this can be obtained from the Registrar's office and may require a small fee. It does not need to be the "sealed" variety.

**MAIL TO:
Phi Kappa Theta Foundation
9640 N. Augusta Dr., Suite 420
Carmel, IN 46032**

**PHI KAPPA THETA FOUNDATION
SCHOLARSHIP APPLICATION**

Personal Information Questionnaire - Part 1: Tell us about yourself

Name: _____ SSN: _____

Chapter/School: _____ Birth Date (mm/dd/yy): _____

School Address: _____

Cell Phone Number: _____ Email: _____

Part-Time Employment? (Y/N) _____ Co-op Student? (Y/N) _____

If yes, please describe: _____

Dependents: How many? _____ Relationships/Ages: _____

Phi Kappa Theta Leadership Roles & Involvement: _____

Campus Leadership Roles & Involvement: _____

Community Involvement & Activities: _____

Personal Information Questionnaire - Part 2: Tell us about your family

Parent(s)/Guardian(s) Name(s): _____

Parent/Guardian 1 Address: _____

Best Contact (*cell phone, email*): _____

P/G 1 Employer: _____ City/State: _____

P/G 1 Job Title: _____ How long? _____

Parent/Guardian 2 Address:
(*if different from P/G 1*) _____

Best Contact (*cell phone, email*): _____

P/G 2 Employer: _____ City/State: _____

P/G 2 Job Title: _____ How long? _____

P/G 1 Annual Income: _____ P/G 2 Annual Income: _____

Number of Brothers/Sisters: _____ Number in College: _____ Number in High School: _____ Other: _____

Personal Information Questionnaire - Part 3: Tell us about school and finances

Current Major: _____ Cumulative G.P.A: _____

Terms Completed: _____ Estimated Graduation Date: _____

2009-2010 Expected Scholarships (include dates/amounts): _____

2009-2010 Other Expected Financial Aid (include dates/amounts): _____

2009-2010 Expected Parental Financial Support: _____

Personal Balance Sheet – Part 3 (continued): A Financial “Snapshot” as of Today

Assets

Cash \$ _____
 Savings \$ _____
 Real Estate \$ _____
 Investments \$ _____
 Automobiles \$ _____
 Other Assets \$ _____
Total \$ _____

Liabilities

Auto Loans \$ _____
 Student Loans \$ _____
 Credit Card Balances \$ _____
 Other \$ _____
Total \$ _____

Details of Indebtedness (Liabilities listed above):

<i>Name of Creditor</i>	<i>Amount</i>	<i>Date Contracted</i>	<i>Repayment Starts</i>	<i>Interest Rate</i>
_____	\$ _____	_____	_____	_____ %
_____	\$ _____	_____	_____	_____ %
_____	\$ _____	_____	_____	_____ %
_____	\$ _____	_____	_____	_____ %
_____	\$ _____	_____	_____	_____ %

(Continue on reverse if necessary)

Essay - Part 4

Must be typed. On a separate sheet of paper, write a short essay (500 words or fewer) sharing what Phi Kappa Theta has meant to you in your collegiate career and how your membership has benefited Phi Kappa Theta. Please use specific examples.

Letters of Recommendation - Part 5

Please use the pre-printed memos to request two letters of recommendation be written and included with this application

Transcript - Part 6

Please arrange for the most current transcript to be included with this application.

Personal Affidavit

I hereby certify that I am an initiated member of Phi Kappa Theta Fraternity in good standing with _____ (Chapter Name). I am also a student in good standing with _____ (Host Institution) and will be enrolled in the term following this application.

I certify that this application contains no misrepresentations or falsification, and that the information given by me is true to the best of my knowledge. I understand that any false statements made herein will void this application, and I will be ineligible for a scholarship from the Phi Kappa Theta Foundation. I understand that this application becomes the property of Phi Kappa Theta Foundation.

Applicant's Signature: _____

Applicant's Name Printed: _____

Date: _____

Chapter Officer Affidavit

I hereby certify that _____ is an initiated member of Phi Kappa Theta Fraternity in good standing with _____ (Chapter Name) and that he is also a student in good standing with _____ (Host Institution) and will be enrolled in the term following this application.

Signature: _____

Name Printed: _____

Office: _____

Date: _____

**PHI KAPPA THETA FOUNDATION
SCHOLARSHIP PROGRAM**

MEMORANDUM

Date: _____

To: Dr./Mr./Ms. _____
(*Alumni or Faculty Advisor*)

_____ Chapter of Phi Kappa Theta

From: Chairman, Phi Kappa Theta Foundation Scholarships & Grants Committee

Ref: Scholarship Application of _____

The student named above, a member of Phi Kappa Theta Fraternity at your institution, is applying for a need-based scholarship from the Phi Kappa Theta Foundation. As part of the application process he is required to present this memorandum to you, and request that you write a letter of recommendation for him. In order to expedite review of his application, I would appreciate it if you could do this within the next two weeks.

Please include in your recommendation – but do not confine it to – commentary on the current GPA of the applicant, any trend in his GPA since matriculation, his class standing, prospects for graduation, and promise of future professional success. Further, we would like your assessment of his values and character, his participation in Chapter activities, his involvement on campus and in community, and his social and interpersonal development.

You may be perfectly frank in your responses, as the letter will not be seen by the applicant. To ensure this, please put your recommendation on institutional or business letterhead, seal in an envelope with matching letterhead, and sign across the seal using the same signature you used on the letter. You may return the sealed envelope to the applicant, who will forward it unopened with his application.

If you have any questions or reservations, please feel free to contact the Phi Kappa Theta Foundation at the above address, or at 317-872-9934 ext. 2506 during working hours in Eastern time zone, or by email at foundation@phikaps.org.

Thank you very much for your assistance.

**ADDRESS TO:
Phi Kappa Theta Foundation
Attn: Scholarships & Grants Chairman
9640 N. Augusta Dr., Suite 420
Carmel, IN 46032**

**PHI KAPPA THETA FOUNDATION
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