



2024 HCA SCHOLARSHIP APPLICATION - INSTRUCTIONS

Please read the following Scholarship Application Rules carefully and follow them completely!

- An 'initial line' has been added to each of the sections below. Your initial indicates that you have read and understand the instructions in that section.
- A 'signature line' has been added to the last page of these instructions. Your signature indicates that you have read and understand all the instructions in this document.
- Please sign and return this document with your Scholarship Application Form.

Scholarship Application Rules:

1. **IN GENERAL-**

This HCA Scholarship Application is to be considered as a new and separate application. Transcripts, Letters of Recommendation, the Application Form itself, and all other requested information must be original and not carried over from previous years. Documents or items of information from past HCA Scholarship Applications, if any, **WILL NOT** be accepted as part of this new Scholarship Application.

2. **APPLICATION PACKAGE COMPLETENESS-**

These are the items that must be successfully and timely submitted for the applicant to qualify for an HCA scholarship. Each of the required items will be addressed further in this set of instructions.

NOTE #1: All items must be received by the Scholarship Chairperson or post marked **NO LATER THAN JULY 31.**

NOTE #2: It is the responsibility of the applicant to follow-up/verify that their information has been successfully received by the Scholarship Chairperson.

Application Requirements:

For High School Students Just Entering College	For Returning College Students
Application Form	Application Form
High School Transcript	College Transcript
Letter of Recommendation	Letter of Recommendation
5X7 Color Photo	5X7 Color Photo
Bio	Bio
Letter of Acceptance (to the college/university)	Letter of Acceptance (see Section 8)
ACT/SAT Scores	

3. ELIGIBILITY-

For children of HCA members to be eligible to qualify for a scholarship, the HCA member must meet the following criteria. (See also document titled "**HCA SCHOLARSHIP – QUALIFICATIONS**".

- (i) Be a member of the Houston Chemical Association and in good standing for a minimum of twelve (12) consecutive months prior to the HCA season in which their child will submit a scholarship application, aka the 'qualifying season'.
(Example: If a member's child wishes to submit a scholarship application in which the application deadline is July 31, 2024, the member must have been a member of the Association and in good standing prior to June 30, 2023.)
- (ii) Attend (in person) a minimum of four (4) monthly meetings/luncheons during the 'qualifying season'.
- (iii) Participate in a minimum of two (2) special events during the 'qualifying season'.

Note: Criteria (ii) and (iii) are subject to temporary changes based on extenuating circumstances that might impact the number of luncheons and events available to attend during the 'qualifying season'. Any revision to these criteria, if any, will be communicated to the general membership at the time such changes become necessary.

_____ My initials confirm that I have read and understand these instructions.

4. APPLICATION FORM-

- (i) For high school students entering college, ALL (27) twenty-seven sections of the Scholarship Application form MUST be completed.
- (ii) Current college students are not required to complete Sections 15-19 as these sections apply only to high school students.
- (iii) The sections of the form are to be completed as thoroughly as possible. Remember, the information you include in the application will be used to help justify your scholarship eligibility and assist with determining the \$ amount of the scholarship you may be awarded. You may elect to leave some of the questions of the application form blank, or you may respond with a "N/A", but you would be better served to answer each question as best you can and as thoroughly as you can.
- (iv) You may type or print your responses. If you print, please print legibly.
- (v) Return all pages of the application as one attachment. Do not submit each page of the application as separate PDF documents.
- (vi) You may submit the application form by U.S. mail or electronically, whichever works best for you.

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5. TRANSCRIPT-

An 'official' current high school or college transcript from your 2023-2024 school year must be included as part of the application process. **IMPORTANT:** An 'official' transcript is one that-

- (i) It must be received by, or made available to, the Scholarship Chairperson directly from the issuing institution.
- (ii) It must bear the high school or college name and seal.
- (iii) It must be dated.
- (iv) It must bear the appropriate school administrator signature.
- (v) Some institutions mail transcripts in sealed envelopes via the U.S. mail. Transcripts issued by this method should be received by the Scholarship Chairperson in an UN-OPENED envelope. **TRANSCRIPTS THAT HAVE BEEN OPENED WILL NOT BE ACCEPTED!**
- (vi) Transcripts sent in the U.S. mail should be addressed to:
Houston Chemical Association
Attn: David Fortune
12436 FM 1960 West
PMB 158
Houston, TX 77065
- (vii) Some institutions may want to make the transcript available via electronic means rather than submit them by U.S. mail. This is an acceptable option when coming directly from the issuing institution. Electronically transmitted transcripts from the 'applicant' and not from the issuing institution **WILL NOT BE ACCEPTED!** They must be received or accessed directly from the issuing institution.

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6. LETTER OF RECOMMENDATION (LOR)-

At least one 'original' Letter of Recommendation (LOR) is required. An 'original' Letter of Recommendation is one that-

- (i) Is an original, not a copy.
- (ii) **IMPORTANT:** The letter is to be from one of the following sources-
 - a. A school official
 - b. A current or past employer
 - c. A clergy person
 - d. A charitable organization.
- (iii) **IMPORTANT:** Letters from friends, classmates, neighbors, and family members **WILL NOT** be acceptable unless they meet one of the four (4) criteria above.
- (iv) The Letter of Recommendation must be sent under separate cover by the author of the recommendation and include the following-
 - a. Written on the official letterhead stationery of the author.
 - b. The author's contact information including e-mail address and phone number.
 - c. The relationship of the LOR author to the applicant.
 - d. The author's signature; not a copy.
- (v) The LOR may be mailed directly from the author to the address in Section 5. (vi)

- above, or
- (vi) The LOR may be submitted electronically when following these criteria:
- The LOR may be in the form of an attachment in an e-mail from the author but must meet all four (4) of the criteria listed in Section 6. (iv) above.
 - LORs transmitted electronically are to be sent directly from the author to David Fortune at dfortune1954@gmail.com.
 - The recommendation **CANNOT** be in the body of an e-mail from the author.

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7. ACT AND/OR SAT TEST SCORES-

If ACT and/or SAT Test scores are not shown on the high school transcript, then a copy of these documents must be included with the transcript and application form (applies to high school seniors only). If the applicant is already in college, a high school transcript is not required.

IMPORTANT: The documents containing these scores are to be received at the HCA directly from an official source in a sealed envelope. They **MUST NOT** have been opened. Envelopes that have been opened or those that were received directly from the applicant **WILL NOT BE ACCEPTED!**

If a college or university does not require an ACT or SAT Test score for admission, the applicant must include such notice from the college or university with the Application Form.

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8. LETTER OF ACCEPTANCE-

High school seniors, or college applicants changing institutions or entering post graduate programs, must attach a "Letter of Acceptance" from the college or trade school the applicant plans to attend during the 2023/2024 school years.

_____ My initials confirm that I have read and understand these instructions.

9. PHOTO-

A current 5" X 7" 'portrait style photo (not landscape) of the applicant is to be included in the application package.

- Although a 'printed' photo received in the US mail is acceptable, an electronic photo 'attached to an e-mail' is preferred.
- A photo that is embedded in the body of an e-mail **MAY NOT** be accepted.
- Repeat, the photo should be taken in 'portrait' format, **NOT** 'landscape' format. This photo will be used as part of the 'recognition board' honoring the scholarship recipients at the annual HCA Christmas Scholarship Social.

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10. APPLICANT BIO-

A brief bio of the applicant should be submitted electronically to dfortune1954@gmail.com. The bio should be in a paragraph format and include, at a minimum, such personal information as:

- (i) Your name.
- (ii) The name of the high school from which you graduated.
- (iii) The name of the college or university that you are, or will be, attending and why you selected that institution.
- (iv) Your collegiate status (incoming freshman, sophomore, junior, senior, or post grad student).
- (v) Your major and minor.
- (vi) Your collegiate or personal interests or hobbies (sports, traveling, reading, etc....).
- (vii) Any career related activities you've been involved with or clubs/organizations that you may belong to.
- (viii) Your plans after graduation.
- (ix) Any other information you want the reader to know about you personally or academically.

The bio will be placed in a binder and on a display board along with your 5X7 photo for visitors and guests to view at the HCA Annual Christmas Scholarship Social so they can learn more about you and the other scholarship recipients. These will also be sent to all the Association's members electronically. Therefore, include as much information as you like.

IMPORTANT: The bio should be:

- (i) In Word document using Times New Roman x 16 font for ease of cutting and pasting.
- (ii) An attachment to an e-mail.
- (iii) **MUST NOT** be in a PDF document.
- (iv) **MUST NOT** be embedded in the body of an e-mail.

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11. CAUSES FOR SCHOLARSHIP APPLICATION DENIAL OR REJECTION-

- (i) **Failure for any of the required materials to be received or postmarked after July 31.**
- (ii) **Failure to complete the Scholarship Application Form in its entirety.**
- (iii) **Failure to comply with any of the above instructions.**

_____ My initials confirm that I have read and understand these instructions.

12. Mail or e-mail completed application and other requested information to the address below. Instruct your high school or college to mail or e-mail transcripts and other requested documents to this same address:

Houston Chemical Association
C/o David Fortune
12436 FM 1960 West
PMB 158
Houston, TX 77065
Phone: (281) 731-2884
dfortune1954@gmail.com

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Special requests and recommendations:

- See last page of Scholarship Application form for “Scholarship Application Checklist” of required documents and information needed for a completed application. Be sure to include everything required.
- If not completing the form by **via electronic means** ~~computer~~, please write or print legibly.
- Read the requests for information from each section of the form in its entirety and complete all sections as thoroughly as possible.
- Applicants are encouraged to include some level of information in all sections of the application.
 - Including some level of information in each section is typically better rewarded than leaving a section ‘blank’ or inserting a N/A response.
- Please submit the application form and other requested information as early as possible.
 - Applicants do not have to collect and submit all the information/documents at the same time. Submit documents and other information as soon as it becomes available.
- It is permissible, even advisable, for the applicant to verify that the HCA has successfully received their information. Requests for verifications should be sent to David Fortune at dfortune1954@gmail.com.
- Double check to verify that all the requested information/documents have been submitted successfully.

My signature below confirms that I have read and understand each of the instructions in this document required for the submission of a successful and complete application.

Name Printed- _____

Signature- _____

Date- _____