



The Sharon K. Harvey Memorial Foundation is a 501 (c) (3) entity of  
Zeta Phi Beta Sorority, Inc., Tau Eta Zeta Chapter

## Sharon K. Harvey Memorial Scholarship Application

### SUBMISSION DATE

Application and all materials must be either emailed to [SKHMFscholarship@gmail.com](mailto:SKHMFscholarship@gmail.com) no later than **11:59 p.m.** or mailed to the address below postmarked by **Friday, February 17, 2017:**

**Sharon K. Harvey Memorial Foundation, Inc.**  
**P.O. Box 2031**  
**Baltimore MD 21203**

***NOTE:** The Sharon K. Harvey Memorial Foundation is not responsible for application delays on the part of the United States Postal Service. Please ensure your application is received before the deadline!*

### EVALUATION CRITERIA

Applications for the Sharon K. Harvey Memorial Scholarship are evaluated according to the following criteria:

1. **Must be a graduating high school senior during the current school year.**
2. Must provide a comprehensive and complete application (Type or Neatly Printed in Black Ink)  
**\*\*Incomplete or late applications will not be considered.**
3. Must have a 2.5 (C+) or greater grade point average from the time of application through the completion of the 12<sup>th</sup> grade.
4. Must be a resident of Baltimore City and attend a public or private high school located within the city of Baltimore.
5. Must submit proof of Community Service activities in the form of a letter on official organizational letterhead.
6. Must submit two letters of recommendation from community representatives including, but not limited to a supervisor, religious leader, teacher or counselor.
7. All components of the application must be received electronically by 11:59 p.m. or postmarked by Friday, February 17, 2017 (including the essay and an official high school transcript which must be mailed even if the application is sent via email).

### APPLICATION PROCESS

1. Obtain an application from the high school counselor's office; email the Sharon K. Harvey Memorial Foundation to receive an electronic copy - [SKHMFscholarship@gmail.com](mailto:SKHMFscholarship@gmail.com); Download a copy of the application - [www.SKHFoundation.org](http://www.SKHFoundation.org).
2. Obtain an official transcript of your high school grades that must be submitted via US Mail to the PO Box listed above whether the application is emailed or mailed. It must be postmarked by Friday, February 17, 2017.
3. For applications that are submitted via US Mail: Submit your completed scholarship application, written statement, letters of recommendation, proof of community service, and one official transcript postmarked by Friday, February 17, 2017.
4. For applications submitted via email: Submit your completed scholarship application, written statement, letters of recommendation, proof of community service, and one official transcript (mailed separately) by 11:59 p.m. on Friday, February 17, 2017. All documentation submitted via email must be in a PDF format.

Application and all materials must be received electronically by 11:59 p.m. or postmarked no later than Friday, February 17, 2017.

PLEASE NOTE: Both applicant and parent/guardian signatures are required if applicant is not of legal age.



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### **ADDITIONAL INFORMATION**

- The Sharon K. Harvey Memorial Scholarship will be awarded based on a comprehensive and quality application with supporting documents. In addition, awards will be based on the evaluation criteria.
- Up to two **\$1,000** scholarships will be awarded. Scholarship recipients will be notified once the decision is made and recognized during Zeta Phi Beta Sorority, Inc., Tau Eta Zeta Chapter's Finer Womanhood Luncheon:
  - Sunday, March 26, 2017
  - 1:00 p.m.
  - Radisson Hotel North Baltimore
  - 2004 Greenspring Drive
  - Timonium, Maryland 21093
- Funds will be released upon receipt of **proof of enrollment** into a two-year or four-year college or university. Proof of enrollment must be on official college or university letterhead. Scholarship checks will be forwarded directly to the bursar's office made payable to the scholarship recipient and the college.

**For More Information Contact:**  
**Sharon K. Harvey Memorial Foundation, Inc.**  
Ms. Kimberly P. Carter  
Scholarship Committee Chair  
SKHMFScholarship@gmail.com  
443-281-3803

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## Sharon K. Harvey Memorial Scholarship Application

*Please type or print legibly using black ink.*

### PART I: PERSONAL INFORMATION

_____	_____	_____	
Last Name	First Name	MI	
_____	_____	_____	
Address	City	State	Zip Code
_____	_____	_____	_____
Telephone Number (xxx) xxx-xxxx	Email Address		
_____	_____		
Father's/Guardian's Name	Mother's/Guardian's Name		

### PART II: EDUCATIONAL INFORMATION

_____	
Name of High School	
_____	
Name of High School Counselor	Counselor's Telephone Number (xxx) xxx-xxxx
_____	_____
Cumulative Grade Point Average*	
_____	
Expected College Major	Career Goal
_____	_____

\* High school transcripts must be provided directly from the school in a sealed envelope addressed to the Sharon K. Harvey Memorial Foundation, Inc.

**Identify each of the colleges/universities to which you have applied.**

_____	_____
Name & Location of School (City, State)	Name & Location of School (City, State)
_____	_____
Name & Location of School (City, State)	Name & Location of School (City, State)

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### **PART III: WRITTEN ESSAY (300-500 WORD MAXIMUM)**

Please write a short essay about yourself including your college plan and why you should be selected to receive the Sharon K. Harvey Memorial Scholarship.

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### **PART IV: EXTRACURRICULAR ACTIVITIES**

Please describe in paragraph format your involvement/participation in any of the following areas:

- High School Clubs/Athletics/Committees
- Community Service Projects/Religious Activities/Volunteer Service

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### **PART V: RECOMMENDATIONS**

Two letters of recommendation must accompany this application. One letter must be from a teacher, counselor, or principal at your high school. The second letter must be from a person who can verify your involvement in community service and/or religious activities. **Applications submitted without this supporting documentation will not be considered.**

The letters of recommendation should clearly identify the name of the student and high school and address why this student deserves our support. All letters should be submitted in sealed envelopes (professional/organizational stationary preferred) and included with the final application package.

### **PARENT/STUDENT SIGNATURE**

I hereby affirm that I am a graduating senior meeting all the criteria set forth above and that all the statements presented in this application are true. I have enclosed the necessary high school transcript and other supporting documentation. I am willing to provide additional information should it be required. Should I be selected, I am willing to appear at the awards luncheon to receive the award letter. I agree to abide by all rules and regulations governing the decision and award of the Sharon K. Harvey Memorial Foundation, Inc.

I hereby grant permission for a representative of the Sharon K. Harvey Memorial Foundation, Inc. to obtain information from my guidance counselor regarding this application.

I hereby affirm that the information presented in this application is true to the best of my knowledge. I hereby understand that any information submitted falsely will result in forfeiture of the scholarship.

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Applicant's Signature

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Date

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Parent/Guardian Signature

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Date

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