

# Scholarship Application

## 2011 AHMA East Texas Education Scholarship

### Fact Sheet

#### AHMA East Texas

The Affordable Housing Management Association of East Texas is a non-profit organization representing owners and managers of federally-assisted, multi-unit housing properties in the East Texas area. AHMA provides training programs for management staff and works with governmental agencies to assist in compliance with housing regulations.

#### The Scholarships

AHMA East Texas, in cooperation with its members and Southwest Housing Compliance Corporation, will award educational scholarships ranging from \$2,500 to \$5,000 during 2010 to qualified applicants as determined by the Scholarship Eligibility requirements listed below. These scholarships are to be used for post-secondary education at accredited colleges, universities or vocational schools.

#### Scholarship Goals

These scholarships are intended to provide educational and career opportunities to deserving individuals living in affordable housing units or to those working in the affordable housing industry and their family members. Considering the many challenges facing potential scholarship applicants, **it is the goal of AHMA East Texas to award scholarships based on the applicants' demonstrated qualities of scholarship, motivation, character, and leadership.**

#### Scholarship Funding and Use

Scholarships to academic colleges or universities will be funded for the academic year Fall, 2011 through Spring, 2012. Scholarships to technical or vocational institutions will be funded for the next class session following the award date. Scholarships may be used for tuition, fees, and books. Funds will be disbursed to the educational institution to be applied to approved educational expenses. **Funds will not be disbursed directly to scholarship recipients.**

#### Scholarship Eligibility

Each scholarship applicant must qualify in **one** of the following categories:

1. **A qualified resident of a project-based section 8 housing unit** located within the jurisdiction of the Houston office of the US Department of Housing and Urban Development.
2. **A legal resident of an AHMA East Texas member property**, but not a resident of a section 8 unit.
3. **An employee (or immediate family member) of an AHMA East Texas member property.** Membership must be in good standing as of the date of the scholarship application. Immediate family is defined as the spouse, dependent child, or legal ward of the AHMA Member Employee.

In addition, each applicant must submit a **complete** AHMA East Texas 2011 Scholarship Application Form along with the required letters of recommendation. **It is very important that applicants follow all instructions contained in the application form.**

#### Important Dates

**April 15, 2011** Completed application materials due in the AHMA East Texas office.

**May 19, 2011** **Scholarship awards announced.** Funding dates will be specified in each individual award. Final scholarship awards are contingent upon the recipient's acceptance at an accredited educational institution prior to the actual funding date. If a recipient has not been accepted by that date, the scholarship will be revoked.

**For more information, contact:**

**AHMA East Texas | P.O. Box 631206 | Houston, Texas 77263-1206**

# 2011 AHMA East Texas Scholarship Evaluation Criteria

**Please Read Carefully**

## Scholarship Application Evaluation

All applications are screened administratively for eligibility and completeness. **Incomplete or ineligible applications will not be processed.** Screened applications are then forwarded to the AHMA East Texas Scholarship Committee.

**Scholarship Eligibility:** *Each scholarship applicant must qualify in one of the following categories:*

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2. **A legal resident of an AHMA East Texas member property**, but not a resident of a section 8 unit.
3. **An employee (or immediate family member) of an AHMA East Texas member property.** Membership must be in good standing as of the date of the scholarship application. Immediate family is defined as the spouse, dependent child, or legal ward of the AHMA Member Employee.

*In addition, each applicant must submit a complete AHMA East Texas 2011 Scholarship Application Form along with the required letters of recommendation. **It is very important that applicants follow all instructions contained in the application form.***

All members of the AHMA East Texas Scholarship Committee individually review and score all applications based on the criteria discussed below. Points are assigned for each area and totaled for each applicant. Applicants are then preliminarily ranked by numerical score.

The Scholarship Committee, as a group, makes the final selections based on discussion and re-scoring of the top applications to insure consistency of evaluation and eliminate ties. With respect to any criteria or requirements, all applicants are treated equally.

## Maximum total score is 100

1. **Likelihood of Acceptance at an Accredited Institution - Maximum 10 points.**  
Evaluation of the applicant's graduation records, GED certificate, transcripts, grade point average, work history related to the desired course or study or school, etc. – or evidence that the applicant has already been accepted at an accredited institution (in which case the maximum ten points will be awarded).
2. **Community Service/Volunteerism, Extracurricular, Employment - Maximum 30 points.**  
Quality of the applicant's overall activities in the above areas. These areas are not evaluated separately because individual circumstances may or may not have permitted activity in one or another. For instance, outstanding volunteer work may outweigh a lack of employment history – or vice versa.
3. **Essay – Maximum 30 points**  
Evaluation for clarity, and whether or not they adequately express the applicant's educational and career goals, reasons for wanting a scholarship, and any special circumstances. The essay should not exceed the page provided, should be legible, and should use grammar and spelling in relationship to the applicant's educational level.
4. **Letters of Recommendation – 15 points maximum each (total 30 points)**  
Letters should discuss the applicant's demonstrated qualities of character, initiative, honesty, achievement, and leadership. Letters must be written by qualified adults such as teachers, employers, supervisors, religious leaders, or others who can legitimately attest to the above qualities. Letters must be typed or written legibly, must be dated within the last six months, must be signed and must contain the address and contact telephone number of the signer. **Only two letters may be included in the application.**

# Scholarship Application

## 2011 AHMA East Texas Education Scholarship

### Personal Data (please print clearly or type)

Applicant Name: \_\_\_\_\_  
Last
First
Middle
Social Security Number

Name of Housing Property: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Number / Street / Apt. No.
City
State
Zip

Home Phone: (\_\_\_\_) - \_\_\_\_\_ Work Phone: (\_\_\_\_) - \_\_\_\_\_ Cell Phone: (\_\_\_\_) - \_\_\_\_\_

Email Address: \_\_\_\_\_ (very important)

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ U.S. Citizen: \_\_\_\_ Sex: \_\_\_\_ Marital Status: \_\_\_\_  
month day year
Yes No
Male Female
Single Married

If applying as a property employee or family member - Employee Name \_\_\_\_\_  
(If different from applicant)
Last
First
Middle

Employee of: \_\_\_\_\_ Position: \_\_\_\_\_  
Name of Housing Property

If a family member of a Member Employee, circle relationship: Spouse Dependent Child Legal Ward

### Check One of the Following to Determine Your Scholarship Eligibility:

- I am a qualified resident of a project-based section 8 housing unit located on the property described above.
- I am a qualified resident of the AHMA East Texas member property described above, but do not live in a section 8 housing unit.
- I am a current, full-time employee of the AHMA East Texas member property described above (or the spouse, dependent child or legal ward of the employee listed above).

### Certification of Housing Eligibility

#### ➤ To be completed by the applicant

By my signature below, I certify that I am a current, eligible resident of a project-based, section 8 housing unit in the property below and I grant the property permission to release housing eligibility information to the Affordable Housing Management Association for the purpose of completing this scholarship application. I further release the property from any liability associated with the release of this information.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### ➤ To be completed by property manager

By my signature, I certify that the scholarship applicant named above is an eligible resident, employee, or employee family member of the project-based, section 8 housing unit described below.

Property Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street/Apt. No.
City
State
Zip

Property Manager: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_ Email: \_\_\_\_\_

Property Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Educational Background

**Unofficial high school or college transcript, or a copy of GED certificate MUST be attached.**

### High School / GED (check one):

Graduating Senior: \_\_\_\_\_ High School Graduate: \_\_\_\_\_ GED Recipient: \_\_\_\_\_ None of Preceding: \_\_\_\_\_

Name of High School: \_\_\_\_\_

City/State/Country: \_\_\_\_\_

List any high school academic honor or achievements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### College Attendance (check one):

No Prior College: \_\_\_\_\_ Currently Attending College: \_\_\_\_\_ College Graduate: \_\_\_\_\_

Name of College: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

City/State/Country: \_\_\_\_\_

List any college academic honors or accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Vocational / Technical Schools: (List vocational or technical schools & attach copies of any certificates earned.)

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Completed? \_\_\_\_\_  
Yes No

Name of School: \_\_\_\_\_ Location: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Completed? \_\_\_\_\_  
Yes No

### What college, university, vocational or post-secondary school do you plan to attend next Fall?

Choice #1: \_\_\_\_\_ Location: \_\_\_\_\_

Choice #2: \_\_\_\_\_ Location: \_\_\_\_\_

Choice #3: \_\_\_\_\_ Location: \_\_\_\_\_

Major or Vocational Goal: \_\_\_\_\_ Length of Program: \_\_\_\_\_

**IMPORTANT: If you are selected, your scholarship is conditional upon your acceptance at an accredited college, university, vocational or post-secondary school. If you are not accepted by the funding date specified in your scholarship award, or if you do not begin classes, your scholarship will be revoked.**

## Employment History

List any full or part-time jobs held during the past five years, beginning with the most recent.

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Company:** \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Full Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Hours per week: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe your responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Community Service / Volunteer Activity

List any community service or volunteer activities in which you have engaged during the past five years.

**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Organization:** \_\_\_\_\_ Service From: \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Extra-Curricular Activities

List any extra-curricular activities in which you have engaged during the past five years. These might include, but are not limited to: sports, after-school clubs, scouting, church-related activities, etc.

**Organization/Activity:** \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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**Organization/Activity:** \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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**Organization/Activity:** \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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**Organization/Activity:** \_\_\_\_\_

Location: \_\_\_\_\_ Hours per week: \_\_\_\_\_ or Total Hours: \_\_\_\_\_ Phone: (\_\_\_\_\_) - \_\_\_\_\_

Description of Activity and Your Involvement: \_\_\_\_\_

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## Letters of Recommendation

Attach two letters of recommendation. Letters should discuss the applicant's demonstrated qualities of character, initiative, honesty, achievement, and leadership. Letters must be written by qualified adults such as teachers, employers, supervisors, religious leaders, or others who can legitimately attest to the above qualities. Letters must be typed or written legibly, must be dated within the last six months, must be signed and must contain the address and contact telephone number of the signer. **Only two letters may be included in the application. No points will be awarded for missing letters. Please be advised that the recommendation letters are a critical part of the selection process.**

## Financial Aid Information

**Completion of this application does not constitute a guarantee of a scholarship.** Therefore, we strongly encourage you to apply for all financial aid opportunities available to you through other sources, including the financial aid office of the educational institution of your choice. Have you submitted the Free Application for Federal Student Aid (FAFSA)? Yes:\_\_\_\_\_ No:\_\_\_\_\_

Have you applied for other sources of financial aid such as grants, loans, and scholarships? If so, list the names or sources of financial aid and the amount of anticipated financial aid:

Source:\_\_\_\_\_ \$:\_\_\_\_\_

Source:\_\_\_\_\_ \$:\_\_\_\_\_

## Certification

**By my signature I agree to the following:** I understand that completion of this application does not constitute a guarantee of a scholarship and, if a scholarship is awarded, that it is contingent upon my acceptance at an accredited college, university, vocational, or post-secondary school. I understand that, should I not be accepted at an accredited school by the funding date specified in my scholarship award letter, or should I not begin classes on schedule, any scholarship awarded under this program may be revoked. I understand that scholarship funds will be disbursed directly to the accredited school of my choice and will be used to satisfy reasonable charges for tuition, fees, and books. I certify that all information contained in this application and any supporting materials is true and accurate.

Signature of Applicant:\_\_\_\_\_ Date:\_\_\_\_\_

## Application Checklist (Please check to be sure you have completed each section of the application and attached all required documents)

- Personal Data
- Certification of Housing Eligibility (signed & dated by applicant and property manager)
- Educational Background
- Transcripts (unofficial high school or college transcript, or GED Certificate)
- Employment History (include supervisor contact information)
- Community Service / Volunteer Activity
- Extra-Curricular Activities
- Essay (handwritten)
- Two Letters of Recommendation (review instructions carefully)
- Certification (signed and dated by applicant)

### Applications must be postmarked no later than April 15, 2011 and mailed to:

2011 Scholarship, AHMA East Texas, P.O. Box 631206, Houston, TX 77263-1206

If you have questions or need assistance, contact your apartment manager or AHMA - 713.988.4426.

Additional applications and related forms are available on the AHMA East Texas web site located at:

<http://www.ahmaet.org>