

Phi Chi Theta 2010 Scholarship Application

Phi Chi Theta Educational Foundation

Naomi L. Satterfield Memorial Scholarship
Irene M. Meyer Memorial Scholarship
Trustees' Scholarship

Phi Chi Theta Fraternity

Anna E. Hall/Helen D. Snow Memorial Scholarship

For the 2010 year, the Phi Chi Theta Scholarship Program will be awarding 5 scholarships, for a total of \$4,000 – a Naomi L. Satterfield Memorial Scholarship, an Irene M. Meyer Memorial Scholarship, a Trustees' Scholarship, an Anna E. Hall Memorial Scholarship and a Helen D. Memorial Scholarship. All applications submitted will be reviewed by the Scholarship Committee, made up of a diverse group of alumni who are distinguished business professionals from across the country, who will determine the recipient of each scholarship.

Send your application by e-mail: PCTEdScholarship@aol.com. It is recommended that you request letters of recommendation, on letterhead, and transcript no later than April 1, since these items are sent separately from application. Applications that are late or incomplete will not be considered. Please review the application instructions following this section and the checklist provided on the last page of the application. Please attach a photo-quality business/professional picture to the application. Winners of the 2010 scholarships will be announced at the 2010 Phi Chi Theta National Meeting in Orlando, Florida.

To qualify for consideration, applicants must be:

- A national member of Phi Chi Theta in good standing.
- A student who has completed at least one semester or two quarters of college in the United States.
- A student who will be enrolled in and attending classes during the forthcoming academic year at an approved college or university in the United States, in pursuit of a degree (bachelor's, master's, or doctoral) in the fields of Business and/or Economics.

The criteria for selection will be based upon:

- Phi Chi Theta achievements and contributions
- Scholastic achievement as demonstrated in transcript
- Courses enrolled in during the Spring Semester 2010
- School and community achievement and activities
- Faculty member (required) and either a Phi Chi Theta Fraternity officer, or an employer's letters of recommendation

Essay – Describe how Phi Chi Theta has influenced your business education and training. How will you apply this influence that Phi Chi Theta has had on your development into your future career and professional aspirations?

INSTRUCTIONS

Review the qualifications on page 1. If you qualify, please complete, sign and submit the application by e-mail: PCTEdScholarship@aol.com. As an applicant, you must complete and return the following items before the Phi Chi Theta Scholarship Committee will consider your application for one of the scholarships. (Note: if you do not have signature capability in your e-mail, it is okay as long as you have edu in your e-mail address.)

- **Completed Application (Typed)**
 - Microsoft Word and Adobe Acrobat PDF versions of the application can be found on the Phi Chi Theta Educational Foundation's Web site at: <http://www.phichitheta.org/foundation/applying/>
 - Spaces provided in the application are for suggested length of response. However, you take as much or as little space as needed to provide your response. The exception to this must be the essay question; it is to be a complete page, single spaced.
 - Continuation pages should include your name and related number and name to the application item being continued.
- **One copy of an official transcript** (mailed directly from Registrar's Office to the Scholarship Committee. **(Request this by April 1.)**)
- **One copy of Spring Semester 2010 course schedule.** (Check to see if on transcript; if not, applicant sends the schedule with application.)
- **A résumé is to be attached to your application.**
- **Two (2) Letters of Recommendation (mailed directly to the Scholarship Committee).**
Note: one letter must be from faculty member and you may choose the second one from a Phi Chi Theta officer from your chapter, or an employer. See instruction sheet to the Applicant and to the Evaluator at the end of the scholarship application. (The letters may be sent by e-mail to PCTEdScholarship@aol.com or by regular mail. The letter from faculty member or employer is to be on letterhead.) These letters may be sent by regular mail or e-mail.
- **Professional/business photo of yourself**

Please return the completed application by May 1, 2010, by e-mail to: Phi Chi Theta Scholarship Committee, PCTEdScholarship@aol.com

Official Transcript is to be sent from the Registrar directly to the Scholarship Committee:
Phi Chi Theta Scholarship Committee
c/o Mary Ellen Lewis
1886 South Poplar Street
Denver, CO 80224-2271

For more information about the scholarships and/or the application process, please contact, via e-mail, the Phi Chi Theta Scholarship Committee at PCTEdScholarship@aol.com or call Mary Ellen Lewis, representing the Phi Chi Theta Educational Foundation, at 303-757-2535. (Hint: If your application is received by April 15, and the letters of recommendation and/or transcript are missing, the Scholarship Chair will contact you.)

**Phi Chi Theta Educational Foundation
Scholarship Application**

Applicant's Declaration:

I understand that this application, transcript, letters of recommendation and photos and any other documents cannot be returned, nor will they be retained on file. I am solely responsible for the submission of this application and attachments. I certify that this application and documents are, to the best of my knowledge and belief, complete and accurate. The Phi Chi Theta Scholarship Committee has my permission to verify any information provided. I also give my permission for the Foundation to use my photo for publicity purposes.

Signature of Applicant

Date

Date of Initiation

Phi Chi Theta Chapter

Phi Chi Theta Region

Name of University or College

TYPE ALL INFORMATION.

1. CONTACT INFORMATION

Name _____

School Address, City, State and Zip _____

Phone Number _____

E-mail _____

Summer Address, City, State and Zip _____

Phone Number _____

E-mail _____

2. SCHOLASTIC SUMMARY

Degree Program pursued: _____

Area of Emphasis (major/minor): _____

Expected date of graduation: _____

Select current classification

____ Freshman ____ Sophomore ____ Junior ____ Senior ____ Master's ____ Doctoral

Undergraduate: Cumulative hours completed _____

GPA _____

Graduate: Cumulative hours completed _____

GPA _____

University _____

University Address, City, State, Zip Code _____

3. PHI CHI THETA ACHIEVEMENTS AND CONTRIBUTIONS

Describe in detail your involvement with Phi Chi Theta. Include dates for officer positions and/or responsibilities held. Include examples of your contribution.

Total number of semesters (or years) with Phi Chi Theta _____

4. SCHOOL AND COMMUNITY ACHIEVEMENT AND CONTRIBUTIONS

Describe in detail your involvement with other school organizations and your involvement with community service activities.

How many hours per month of community service do you donate? _____

ESSAY: (Minimum – one page) “Describe how Phi Chi Theta has influenced your business education and training. How will you apply this influence that Phi Chi Theta has had on your development into your future career and professional aspirations?”

5. Attach Résumé. This will include University life and employment.

6. LETTERS OF RECOMMENDATION

Two letters of recommendation are required. One letter of recommendation must be from a faculty member on official letterhead and one letter is either from a Phi Chi Theta Fraternity Chapter Officer, preferably the President, or an employer. If the President is an applicant, then the letter should be from another officer. It is in your best interest to have the letter written by a member who is not applying for the scholarship. These letters should be directed to the Phi Chi Theta Scholarship Committee, 1886 South Poplar Street, Denver, CO 80224-2271, or sent by e-mail to: PCTEdScholarship@aol.com. **It is also recommended that these letters be requested by April 1, 2010. Refer to the attached instruction sheet to the applicant and to the Evaluator at the end of the scholarship application.**

7. TRANSCRIPT

The transcript is to be sent directly from the Registrar's Office to the Phi Chi Theta Scholarship Committee, 1886 South Poplar Street, Denver, CO 80224-2271. Your application will not be considered unless the Scholarship Committee receives an official transcript from the Registrar's Office. If your Spring Semester 2010 courses are not on the transcript, please attach a copy with your application. **It is also recommended that the transcript is requested by April 1, 2010.**

REMINDERS AND CHECKLIST

- Have all of the items on the application been completed? Have you checked the spelling and grammar? Is it typed?
- Do the continuation pages include your name and related number you are answering?
- Have you read, signed and dated the declaration on page 1 of scholarship application?
- Have you attached a Résumé?
- Have you made a copy of the scholarship application for your records?
- Have you attached a professional/business picture of yourself to the application?
- Have you emailed the application to the Phi Chi Theta Scholarship Committee **NO LATER THAN MAY 1, 2010? Note: Include your name in the subject line and attachment, i.e., Scholarship Application for Smith.**
- Have you requested, from your College/University Registrar's Office, an official transcript to be sent to the Phi Chi Theta Scholarship Committee to be postmarked **NO LATER THAN MAY 1, 2010?** Does the transcript include Spring Semester 2010 courses? If not, attach the Spring Semester 2010 courses to the application. **Request the transcript by April 1, 2010.**
- Have you requested two letter of recommendation, one from a faculty member and the second one from either a Phi Chi Theta officer, preferably the President, or an employer? **NO LATER THAN MAY 1, 2010? Request these letters by April 1, 2010.** These letters may be sent by e-mail or by regular mail.
- Have you followed up to ensure that the completed application has been e-mailed to the Phi Chi Theta Scholarship Committee and postmarked **NO LATER THAN MAY 1, 2010** to:

Mary Ellen Lewis

Phi Chi Theta Scholarship Committee

PCTEdScholarship@aol.com

Phi Chi Theta Educational Foundation
Letter of Recommendation for the 2010-2011 Scholarship

Instructions to the Applicant

You must provide two current letters of recommendation from the following sources: Professor (required) and either a Phi Chi Theta officer in your chapter, preferably the President, or an employer. The letter from the Professor is to be on official letterhead.

Provide a copy of the following form to each evaluator. You should fully apprise your evaluators about the Phi Chi Theta Educational Foundation and your reasons for seeking a scholarship. Provide your evaluators with this sheet by April 1. Completed letters must be postmarked by May 1, 2010. Have them submit the letters of recommendation to:

Mary Ellen Lewis, Scholarship Committee
Phi Chi Theta Educational Foundation
1886 South Poplar Street
Denver, CO 80224-2271
or by e-mail: PCTEdScholarship@aol.com

Instructions to the Evaluator

Name of Applicant _____

The person named above is applying for a Phi Chi Theta Educational Foundation scholarship. The Foundation requests your candid, written evaluation of the applicant's qualifications. Since you know the candidate, the review committee is depending upon your comments, especially relative to applicant's academic (Professor), Phi Chi Theta involvement (PCT member) or work responsibilities (Employer). The Scholarship Committee will be looking at the applicant's ability to undertake and complete her/his education; and outstanding strengths or characteristics. Please include any other information that would assist the committee in the selection process. Your letters of recommendation are a very important part of the application process.

The letter from the Professor, or employer should be written on the letterhead of your professional affiliation. Letters written for other purposes, other than to apply for the Phi Chi Theta Educational Scholarship, will not be considered valid. Copies will not be considered.

Your evaluation will be confidential, intended for use only by Phi Chi Theta Educational Foundation, Scholarship Committee. Your evaluation will not be released to the applicant. The letters of recommendation must be submitted on or before May 1, 2010.

Phi Chi Theta Educational Foundation thanks you for your assistance. For further information, visit: www.phichitheta.org or PCTEdScholarship@aol.com