



Spirit of Faith Christian Center Scholarship Application 2018
"Knowledge is free, so get all you can"

Process for Handing In Applications

The following is the process for collecting all scholarship materials:

- All contents must be **MAILED TO THE TEMPLE HILLS LOCATION** in one **sealed** 9x12 size envelope.
2261 Oxon Run Drive Temple Hills, Maryland 20748
ATTN: Scholarship Committee
- Items that are not submitted in the 9x12 envelope **will not be considered.**
- **The package must be post-marked and mailed in by Monday, June 11, 2018.**

Contact for Questions

Read the **Frequently Asked Questions** at <http://mysofcc.spiritoffaith.org/> (see Scholarship Event 2018-19). If you have a question that's not addressed, e-mail: scholarship@sofcc.org.

Emails should include full name, phone number, service attended, and the scholarship you are applying for. There is a 72 hour turnaround time.

Criteria

Applicants/Parents **MUST** use this form to ensure that you are fulfilling the requirements needed to become an S.O.F.C.C.

Award recipient. **Unless otherwise stated below, ALL applicants must complete each section.**

- Partner at S.O.F.C.C. for at least 24 months
- Attendance Verification Form (see page 3)
- Include a wallet size picture/headshot of applicant only (Pictures will **not** be returned)
- G.P.A. and grades provided by OFFICIAL transcript (raised seal from Registrar's Office, signed and sealed envelope) and FINAL report card. **Unofficial transcripts will not be considered**
- Recommendation Letter included (see page 6)
- Church Extracurricular Verification Form included, **not required for everyone** (see page 7)
- Financial Institution Data Form (see page 8)
- Itemized Cost Breakdown Form and Additional Financial Awards (see page 9)
- Institution Bill from the Financial Aid/Cashier's Office at the institution (should breakdown expenses to attend)
- Copy of Acceptance Letter from university (only necessary for **high school awards/college transfer students**)
- Copy of official course load for current AND next academic year (number of classes and credit hours). This document should be on university letterhead, or signed off by institution advisor (only necessary for continuing college students - **proof is required**)
- Resume (work experience, leadership, spiritual/church activities, etc.)
- Essay (NO MORE than two pages typed, double spaced, 12 font, Times New Roman)
- Overall neatness and presentation
- S.W.A.T. 12:1 participation (Consistent), **only necessary for high school awards**
- All contents are in a sealed 9x12 size envelope
- The package must be mailed in and post-marked by **June 11, 2018** (late entries **will not** be considered)
- Enclose a self-addressed stamped envelope for application confirmation** (see FAQ for sample envelope)

Scholarships and Eligibility (Can only apply for one scholarship) - *NEW – Please note that in order to qualify for an SOFCC Scholarship, each applicant must submit a minimum of 7 of 11 required items for high school applicants and 5 of 8 required items for continuing college applicants. An application that contains less than the minimum required items will be deemed incomplete.

1. Specialist Toccare Green Award:

- For recent high school graduates entering a two or four year college/university.*
- Must include copy of acceptance letter from your chosen school.
- Must be a partner for **at least 2 years.**

2. Dr. Deloris Freeman Award:

- For students who are entering at least their 2nd consecutive year at a two or four year college/university in which they plan to attend.
- Must be a partner for **at least 2 years.**

3. Most Improved (MI) High School:

- For graduating high school seniors who are entering their first year of college.
- Must include acceptance letter from your chosen school.
- Must show evidence of improvement in overall grades/GPA.
- Must be a partner for **at least 2 years.**

4. Most Improved (MI) College:

- For college students that have **completed** at least two consecutive terms of college.
- Must show evidence of improvement in overall grades/GPA.
- Must be partner for **at least 2 years.**

* **Anywhere on this application that it states college or university, this also includes trade and technical schools/institutes**



SUBMIT THIS COVER PAGE ALONG WITH YOUR COMPLETED APPLICATION
EVERYTHING MUST BE COMPLETED AND MAILED TOGETHER TO TEMPLE HILLS
LOCATION

Full Name

Institution Name

Academic Major

Social Security Number

Tithes/Offering envelope number

Today's Date

Name of SOFCC scholarship that you are applying for (can only be one)

Name of SOFCC scholarship that you won last year (if applicable)

Email address for Correspondence & Scholarship Survey

Application must be postmarked by Monday June 11, 2018



"Attendance Verification"

ALL applicants, for all awards must have attended SOFCC for at least two years to be eligible for any scholarship. The information below will be submitted to the Finance Department who will inform the SOFCC scholarship committee of the dates of giving. We are not interested, nor are we looking at amounts; we are looking at dates of giving. The dates will serve as dates of attendance for the scholarship purposes. **All applicants must complete this form and submit with final application. If not submitted, you will not be considered for a scholarship.**

Applicant Name:	Applicant complete Home Address:	Applicant Tithes/Offering Number:
Applicant Parent/Guardian Name (for High School applicants):	Applicant Parent/Guardian complete Home Address (for High School applicants):	Applicant Parent/Guardian Tithes/Offering Number (for High School applicants):



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Applicant Entry Data: Type or Print legibly with black ink and complete all information.

Name (first) _____ (last) _____ (MI) _____

Marital Status (check one) Married _____ Single _____

Are you a partner? _____ How long? _____ (Exact date: Month & Year)

Address _____

City _____ State _____ Zip Code _____

Telephone Number (home) _____ (cell) _____

E-mail Address _____ Parent/Guardian E-mail _____

Parent/Guardian Permanent Address AND Telephone Number

Name of High School/College _____

High School/College Address _____

Name of Guidance Counselor/Dean _____ Telephone Number _____

E-mail Address _____ Fax: _____

Ministry of Helps (MOH) - all MOH/VAT workers must use their Directors for the letter of recommendation (page 6)

What area(s) do you serve in? _____

How long have you been in the area(s)? _____

What is your role? _____

How has the MOH influenced your life? _____

Which location do you primarily attend? (Check one) Brandywine _____ Temple Hills _____ Howard County _____



Essay

Please check the box of the scholarship award that you are applying for. You **MUST** answer ALL of the questions listed below the award. Remember, you can only apply for one scholarship. Please limit your essay to no more than 2 pages (Double Spaced, 12 font, Times New Roman). Essays over two pages will not be reviewed.

Toccara Green:

1. How do you think your projected field of study will assist you in Advancing the Kingdom? Give example(s).
2. How can you use what you have learned in this year of Kingdom Advancement to help your peers mature spiritually?

Dr. Dee Dee:

1. How will advancing your education assist you with Advancing the Kingdom?
2. What will you share with your classmates and friends about Kingdom Advancement to help impact their lives? Give specific example(s).

Most Improved High School:

1. Reflect on the steps you took to improve your grades. How did this process of improvement positively impact other areas of your life? Give example(s).
2. What was the pivotal moment that caused you to want to improve? What was the most challenging aspect in the improvement process? Provide *necessary* details.

Most Improved College:

1. What strategies did you develop to assist you in your growth and development as a student? How did these strategies help to improve your grades? (Give natural and spiritual examples).
2. What changes have you identified for your life to maximize this current in the "Year of Kingdom Advancement"? How can you help others develop their faith in expectation of the same?

Briefly respond to the question below:

What personal (not including your family) financial contributions have you made to the ministry? Please explain, including any 'attendance' breaks in your giving. For example: scholarship fund, March seed, million dollar offering, tithes and offerings.

For Toccara Green or Most Improved High School applicants ONLY

Have you graduated from Kingdom Executives, Queens in Transition, Young G.U.N.S. or participated in S.W.A.T.?

No Yes If Yes, which one? _____

If Yes, complete Church Extracurricular or S.W.A.T. Verification Form



Recommendation Letter-MOH/VAT*

Applicant Instructions: This is the official template for the SOFCC Scholarship application 2018. Please fill in your information and submit this to your recommendation writer. Make sure it given back to you in a sealed envelope in order to submit a complete application. All recommendation letters use this form.

Recommendation Writer Instructions: ***This form MUST be completed by the MOH or VAT Director. Thank you for completing this letter of recommendation. Please complete, sign, and date and return to applicant in a sealed envelope so it can be submitted with the final application.***

Applicant Name: _____ **SOFCC Scholarship:** _____

Recommender's Information:					
Title, Name, How long know applicant					
How long know applicant (<u>must</u> have exact dates)					
Address					
Phone and E-mail					
MOH or VAT					
<i>Using the rating scale provided, please rate the applicant accordingly.</i>	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
He/She has been actively involved since joining Ministry of Helps/VAT.					
He/She has consistently demonstrated leadership potential. (i.e., being on time, respectful, team lead, etc.)					
He/She has demonstrated the ability to work with others in order to be a team player.					
He/She has exhibited effective communication skills.					
He/She performs above normal expectations.					
Based on my relationship with the applicant, and their <u>attendance</u> , I would recommend they receive a scholarship.					
What do you consider the applicant's current strengths? Areas for Improvement? <i>Note if you marked Strongly Agree for any area above, you must provide evidence below</i>					

Recommender's signature: _____ **Date:** _____, 2018



Recommendation Letter- for non-MOH/VAT applicants

Applicant Instructions: Use this form only if you are NOT a member of MOH or VAT. **Please fill in your information and submit this to your recommendation writer. Make sure it given back to you in a sealed envelope in order to submit a complete application. All recommendations are to be on this form ONLY.**

Recommendation Writer Instructions: Thank you for completing this letter of recommendation. **Please complete, sign, and date and return to applicant in a sealed envelope so it can be submitted with the final application.**

Applicant Name: _____

SOFCC Scholarship: _____

Recommender's Information:						
Title, Name, How long know applicant						
How long know applicant (<u>must</u> have exact dates)						
Address						
Phone						
E-mail						
<i>Using the rating scale provided, please rate the applicant accordingly.</i>		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
He/She has been actively involved since joining our organization						
He/She has consistently demonstrated leadership potential. (i.e., being on time, respectful, team lead, etc.)						
He/She has demonstrated the ability to work with others in order to be a team player.						
He/She has exhibited effective communication skills.						
He/She performs above normal expectations.						
Based on my relationship with the applicant, and their <u>attendance</u> , I would recommend they receive a scholarship.						
What do you consider the applicant's current strengths? Areas for Improvement?						
<i>Note if you marked Strongly Agree for any area above, you must provide evidence below</i>						

Recommender's signature: _____ **Date:** _____, 2018



Church Extracurricular Verification Form*

* This is only for high school applicants. This form **MUST** be given to and completed by a leader of the **Kingdom Executives, Queens in Transition, or the Young Gents program**.

Applicant Instructions:** This is the official verification form to demonstrate your attendance, participation and graduation in one of the three stated programs. Please fill in your information and submit this to your attendance verifier. **Make sure it is given back to you in a sealed envelope in order to submit a complete application.

***Attendance Verifier Instructions:** Thank you for completing this attendance verification form for the applicant. Please complete with signature and date and return to applicant in a sealed envelope in order for it to be submitted with the application. Please note this should only be filled out if the stated applicant attended, participated, and successfully graduated from your respective program.*

Applicant Name: _____ **SOFCC Scholarship:** _____

I, _____ am on the leadership team of the _____
Print Verifier Name Kingdom Executives, Queens in Transition, or Young Gents

Program. I verify the attendance, participation, and graduation of _____
Applicant Name

Attendance Verifier's signature: _____ **Date:** _____, 2018



S.W.A.T. Verification Form*

* **This is only for high school applicants.** This form MUST be given to and completed by a leader of the S.W.A.T .program.

Applicant Instructions: This is the official verification form to demonstrate your attendance and participation in S.W.A.T. Please fill in your information and submit this to your attendance verifier. Make sure it is given back to you in a sealed envelope in order to submit a complete application.

Attendance Verifier Instructions: Thank you for completing this attendance verification form for the applicant. Please complete with signature and date and return to applicant in a sealed envelope in order for it to be submitted with the application. Please note this should only be filled out if the stated applicant has maintained consistent attendance and participation in S.W.A.T.

Applicant Name: _____ **SOFCC Scholarship:** _____

I, _____ am on the leadership team of the S.W.A.T. Program. I verify that
Print Verifier Name

_____ has maintained consistent attendance and participation in
Applicant Name

S.W.A.T.

Attendance Verifier's signature: _____ **Date:** _____, 2018

Institution Information



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The institution information page provides the financial information that is required for SOFCC to send checks on your behalf if you are a scholarship recipient. The institution here means the school that you plan to be enrolled in for the academic year 2018-2019.

Student Name: _____ Social Security #: _____--____--_____

Institution Name: _____

Address of Institution: _____

Where to send the check (if awarded): _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Last day that 3rd party checks can be sent: _____

Parent/Guardian Information

Name of Parent/Guardian: _____

Permanent Address of Parent/Guardian: _____

Telephone Number (home): _____ (cell) _____

Institution Expenses



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Scholarship awards provided by SOFCC should be used ONLY for school-related expenses. Utilizing the spreadsheet below, please create an itemized breakdown of your expenses for the academic year of 2018-2019.

Use the spreadsheet below as an example to create your itemized expense breakdown.

Expenses Breakdown for 2018-19 Academic Year

Actual Tuition Cost (per class/credit hour)	\$
Room and Board (only for on-campus applicants)	\$
Books	\$
Total Expenses for 2018-19 Academic Year	\$

Additional Monetary Awards

Please list any additional financial awards (and their amounts) you are anticipating on receiving for the academic year of 2017-2019.

Award/Scholarship Name	Amount	Duration
<i>Sample Student Scholarship</i>	<i>1,000.00</i>	<i>Fall 2018 (Sept-Dec) only</i>

I verify that all information contained herein is true and correct to the best of my knowledge.

Applicant's signature: _____ **Date:** _____, 2018

Parent/Guardian signature: _____ **Date:** _____, 2018
 (If applicant is not at least 18 years old)

***Post Offices with Extended Hours**

Phone: 1- (800) ASK - USPS

SOFCC 2018 – 2019 Scholarship



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Virginia

<p>3360 Post Office Road Woodbridge, VA 22193</p> <p>Mon.- Sat. 8:30 a.m. – 7:30 p.m.</p>	<p>5221 Franconia Road Alexandria, VA 22310</p> <p>Mon.- Fri. 9:00 a.m. – 6:00 p.m. Sat. 9:00 a.m. – 2:00 p.m.</p>
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Washington, D.C.

<p>2 Massachusetts Ave, N.E. Washington, DC 20002</p> <p>Mon.- Fri. 9:00 a.m. – 7:00 p.m. Sat.- Sun. 9:00 a.m. – 5:00 p.m.</p>	<p>4005 Wisconsin Ave, N.W. Washington, DC 20016</p> <p>Mon.- Fri. 8:00 a.m. – 6:00 p.m. Sat. 8:00 a.m. – 4:00 p.m. Sun. 10:00 a.m. – 4:00 p.m.</p>
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Maryland

<p>9201 Edgeworth Drive Capitol Heights, MD 20790</p> <p>Mon.- Fri. 9:00 a.m. – 5:00 p.m. Sat. 9:00 a.m. – 4:00 p.m.</p>	<p>9134 Piscataway Road Clinton, MD 20735</p> <p>Mon.- Fri. 9:00 a.m. – 5:00 p.m. Sat. 9:00 – 2:00 p.m.</p>
<p>900 Fayette St. Room 118 Baltimore, MD 21233</p> <p>Mon.- Fri. 8:30 a.m. – 7:00 p.m. Sat. 8:30 a.m. – 5:00 p.m.</p>	

*Please note that the United States Postal Service can modify hours at any given moment, always call in advance to verify station hours.

Frequently Asked Questions (FAQs)

Criteria Questions



Q: If I do not have any job experience do I have to submit a resume?

A: Yes, there are other forms of resumes that can be completed for students that will highlight other areas outside of your work experience. You can also include non-paid, volunteer work experience.

Q: Where can I get assistance with completing my application?

A: After you go through the FAQs and the information on the <http://mysofcc.spiritoffaith.org/> website, please email specific questions to scholarship@sofcc.org. Include full name, phone number, service attended, and the scholarship you are applying for. There is a 72 hour turnaround time.

Q: How important is the essay?

A: The essay is an important component of your completed application, as is every section.

Q: Is there a minimum GPA for being eligible to receive a scholarship?

A: Although there is not a minimum GPA needed to receive a scholarship, your current GPA does play a part in compiling your total score.

Q: How can I determine which scholarship I should apply for?

A: Each scholarship has different requirements. See below for specific scholarship requirements:

1. Specialist Tocarra Green Award:

- For recent high school graduates entering a two or four year college/university.*
- Must include acceptance letter from your chosen school.
- Must be a partner for 2 years.

2. Dr. Deloris Freeman Award:

- For students who are entering at least their 2nd year at a two or four year college/university in which they plan to attend.
- Must be a partner for 2 years.

3. Most Improved (MI) High School:

- For graduating high school seniors who are entering their first year of college.
- Must include acceptance letter from your chosen school.
- Must show evidence of improvement in overall grades/GPA.
- Must be a partner for 2 years.

4. Most Improved (MI) College:

* Anywhere on this application that it states college or university, this also includes trade and technical schools/institutes



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- For college students that have completed at least two consecutive terms of college.
- Must show evidence of improvement in overall grades/GPA.
- Must be a partner for 2 years.

Submitting Questions

Q: What is the deadline?

A: Application packets must be post-marked by Monday June 11, 2018.

Q: Can I hand deliver or email my application if I am too close to the deadline to mail it?

A: No, all applications must be mailed to:
2261 Oxon Run Drive Temple Hills, Maryland 20748
ATTN: Scholarship Committee

The application components must be in a sealed 9x12 sized envelope. See page 10 for a list of post offices with late hours.

Q: Where do I mail my application?

A: All applications should be mailed to the SOFCC Temple Hills (North location), with a postmark date of June 11, 2018 or earlier. Late applications will be disqualified, and will not be reviewed.

Q: Is there a contact e-mail or number if I have additional questions?

A: Yes, please forward all additional questions and concerns to the following email address: scholarship@sofcc.org. Include full name, phone number, service attended, and the scholarship you are applying. There is a 72 hour turnaround time. Please **DO NOT** call the church for questions regarding the scholarship application process, as none of the committee members are employees of SOFCC. Sending an email will be the most efficient and effective way to receive a comprehensive answer to your inquiry.

Q: Where can I obtain another application?

A: Applications will be available to download on-line. But you still have to print the application and mail it in. Visit <http://mysofcc.spiritoffaith.org/>, log into your account and locate the **2018-2019 Scholarship Event**.

Applications will be distributed after each Sunday/Saturday services **beginning** Saturday, April 14th at the Baltimore location and Sunday, April 15th at the Temple Hills and Brandywine locations. Distribution **ends** on Saturday, May 26th at Baltimore and Sunday, May 27th at the Temple Hills and Brandywine locations. Scholarships **will not** be distributed after Bible-studies, or any other special service.



Q: What do I do if I am transferring to/ from another school and I do not have all of the requested documents?

A: Prepare early! We will handle this issue on an individual basis. Please send an e-mail to scholarship@sofcc.org explaining the circumstance and a scholarship representative will contact you.

Q: Can I apply for more than one scholarship?

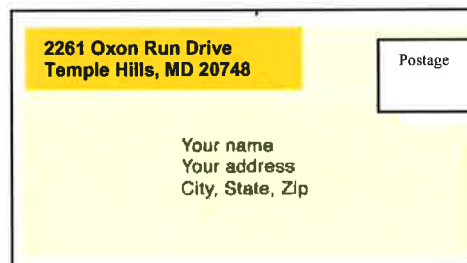
A: No, you can only apply for one.

Q: Will I receive confirmation that my application was received?

A: Yes, but you will only receive a confirmation letter if you include the self-addressed, stamped envelope.

Q: What is a self-addressed envelope?

A: See below. Write your name and address where the address would go (middle front of the letter) and put a stamp in the upper right hand corner, just as if you were mailing a letter to yourself. Put the church's address in the top left hand corner. Do not seal it.



Q: When will I be notified that I have been awarded a scholarship?

A: Scholarship recipients will not be notified prior to the day that announcements are made in church during the scholarship award ceremony. The award ceremony will be held on Sunday, August 5, 2018; details to follow in church announcements. PLEASE, MAKE YOURSELF AVAILABLE TO ATTEND!

Grade/Transcript Questions

Q: What do I do if I failed a course?

A: If you have failed a course you are still expected to submit a transcript with your current grades and upcoming class workload.

Q: What can I do if my transcripts aren't prepared by the deadline date?



A: Prepare early! Request an official transcript from each school prior to the closing of school.

In addition, please send an e-mail to scholarship@sofcc.org to fully explain the circumstance. Although there may be an explanation, this does not guarantee the applicant will be eligible to apply without the required documentation.

Eligibility Questions

Q: How long must I be a partner to be considered for the scholarship?

A: All applicants, regardless of which award you are applying for must be a partner of SOFCC for at least 2 years (24 months).

Q: Can I apply again this year if I was awarded a scholarship last year?

A: Yes, you are eligible to apply this year.

Q: Should I still apply even if I don't meet all the requirements?

A: No, you must meet all the requirements for the specific scholarship of choice before being considered.

Recommendation Letter Questions

Q: For the Recommendation Letter, what if I belong to more than one Ministry of Helps or Vision Assist Team, what Director should write the recommendation letter?

A: Your choice, but choose only 1 person.

Q: Do I complete the MOH evaluation if I am out of state college student? If not, who is eligible to complete the recommendation on my behalf?

A: All components of the application must be completed, unless otherwise stated. The MOH Director fills out the evaluation form for students that are local to a SOFCC location. If you are an out of state college student the second recommendation form should be completed by a professor, school administrator, internship supervisor, school or guidance counselor.

Church Extracurricular Verification Form Questions

Q: For the Church Extracurricular Verification Form, does everyone have to fill this out?

A: No, this is ONLY for those applicants that have indicated on their application (page 5) that they participated in either Kingdom Executives, Queens in Transition, or Young Gents programs.



Q: What if I do not participate in Kingdom Executives, Queens in Transition, or Young Gents?

A: That is okay. This is only to verify the attendance of those that have indicated they participated and graduated from these programs.

Q: Is it mandatory to participate in Kingdom Executives, Queens in Transition, or Young Gents to be awarded a scholarship?

A: No, it is not mandatory to participate in these programs.

S.W.A.T Verification

Q: For the S.W.A.T. Verification Form, does everyone have to fill this out?

A: No, this is ONLY for those applicants that have indicated on their application (page 5?) that they participated in S.W.A.T.

Q: What if I do not participate in S.W.A.T.?

A: That is okay. This is only to verify the attendance of those that have indicated they consistently participate in S.W.A.T.

Q: Is it mandatory to participate in S.W.A.T. to be awarded a scholarship?

A: No, it is not mandatory to participate in S.W.A.T.

Application Committee Survey Questions

Q: I received an email to take an anonymous survey about the 2018 SOFCC Scholarship process what is this about?

A: The scholarship committee is conducting a survey for this year's applicants to see how we can improve upon the process for next year, and beyond. The answers we receive will give us insight where we need to get better.

Q: Who is administering the survey?

A: The Scholarship Committee administers the survey using the survey functionality provided by *Survey Monkey*, a free online survey mechanism and questionnaire tool.

Q: How will my responses affect the results for my application?

A: It will not affect you at all. The survey is anonymous, so we will not be able to determine who says what. In fact, we won't be able to match any response with any names or email



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addresses.

Remember the point of the survey; we want to get insight on how to perfect the application process for next year. Your invaluable input will help us accomplish that.