

The Craig and Carol Kapson Scholarship Fund

Undergraduate Application
2021



**THE CRAIG AND CAROL KAPSON
UNDERGRADUATE SCHOLARSHIP FUND**

General Information

This package contains the forms you will need to submit in order to be considered for the Craig and Carol Kapson Undergraduate Scholarship. Please fill them out carefully, and make sure everything that is required is included in your application, including your:

- Typed essay
- Financial aid form
- 3 References and supporting letters of recommendation
- List of activities and work experiences

Please note that your completed application, including recommendation letters must be received in the Federation office by April 1, 2021; late or incomplete applications will not be considered for awards.

Please mail, deliver, and or email your completed application to:

Moshe Kruger
Executive Director
The Jewish Federation of St. Joseph Valley
3202 Shalom Way, South Bend, IN 46615
mkruger@thejewishfed.org
574-233-1164

**To qualify for this scholarship fund, a family member
must be a minimum \$18 donor to the Federation's Annual Campaign.**

Note that any scholarship money you receive will be sent directly to your school's Financial Aid or Scholarship office in your name. You will be asked to provide the contact information for the appropriate office and your student ID number so the school can apply the funds directly to your account.

Applicant Name _____

Specific Data

The following should be included in the application:

A. A typed essay

The essay should not exceed 500 words.

B. Financial aid information

This information will be kept confidential by the Scholarship Review Committee.

C. Three references and supporting letters of recommendations

One letter must be from either a teacher, school administrator, or school counselor and two additional letters from someone who knows you on a personal level and who can attest to your character and abilities.

D. Activities form

This form should document any appropriate experiences you have related to:

- Work
- Awards and honors
- Community and volunteer involvement
- Extracurricular activities

Applicant Name _____

**THE CRAIG AND CAROL KAPSON
UNDERGRADUATE SCHOLARSHIP FUND APPLICATION**

Please type

Today's date: _____

School Year for which funds are sought: _____

School Information (University, College, or Vocational Institution):

Name: _____

Address: _____

Degree | Certificate | Area of Interest: _____

Applicant Information:

Name: _____

Address: _____

Email: _____

Home Phone Number: _____

Mobile Phone Number: _____

Date of Birth: _____

Signature of Applicant: _____

Signature of Parent of Guardian: _____

Essay

This essay must be typed with a maximum of 500 words. Please tell us about yourself including some life experiences, what you've learned from these experiences, and what you hope to gain from furthering your education.

Applicant Signature: _____

Date: _____

Applicant Name _____

Type your essay (500 word limit) in the space below. If you double-space, you can use both pages.

Applicant Name _____

Applicant Name _____

Financial aid Information

Number of people living in household: _____

Number of other people besides applicant in household attending a higher education institution: _____

List extenuating medical expenses: _____

List other unusual expenses: _____

Parent (1) name _____

Parent (2) name _____

-OR- Person financially responsible for your education:

Name: _____

Relationship: _____

Signed by:

(Parent, Guardian, or Financially Responsible Party)

(Applicant)

(Date)

Applicant Name _____

References

Please list those who will be submitting a reference letter. One letter must come from either a teacher, administrator, or counselor, and two letters must come from personal acquaintances.

Reference #1 from a teacher, school administrator or counselor

Name: _____

Phone #: _____

Email: _____

Address: _____

Reference #2 from someone who can attest to your character and abilities

Name: _____

Phone #: _____

Email: _____

Address: _____

Reference #3 from someone who can attest to your character and abilities

Name: _____

Phone #: _____

Email: _____

Address: _____

Applicant Name _____

**Teacher/Administrator/Counselor/Personal Recommendation Form
for the Craig and Carol Kapson Scholarship Fund**

Applicant Name _____

(Last)

(First)

(Middle)

Address: _____

(Street)

(City)

(State)

(Zip)

Phone Number _____

Please give this form, along with a stamped and addressed envelope to the person who will write in support of your application.

We would appreciate a typed statement based on your knowledge and observations of this candidate that will help us in our task of selecting a scholarship winner. We would like comments on the applicant's abilities and character. Most helpful are specific examples of the personal qualities and accomplishments that make this person unique. All recommendations are kept confidential.

After completing the form, please email or give the recommendation to the applicant in a sealed envelope with your signature across the sealed flap so that the applicant can submit all the required elements of this scholarship application to the Jewish Federation.

This recommendation must be received by the Jewish Federation on or before April 1, 2021

Please make sure you include in your letter of recommendation:

- **your name and contact information,**
- **your title,**
- **your relationship to the applicant, and**
- **the date**

Applicant Name _____

Activities Form

Employment

Please list your employment history, beginning with your current or most recent job or include a current resume.

<i>Employer</i>	<i>Position</i>	<i>Dates</i>	<i>hours/week</i>

Awards and Honors

Attach an additional sheet if necessary:

<i>Award/Honor</i>	<i>Date received</i>

Community/volunteer Involvement

Please list your major volunteer involvement activities in the Jewish and general communities. Attach an additional sheet if necessary:

<i>Organization/Activity</i>	<i>Position</i>	<i>Dates</i>	<i>Hrs/month</i>

Extra-curricular Activities

Attach an additional sheet if necessary:

<i>Activity</i>	<i>Position held/honors received</i>	<i>Dates</i>

Applicant Name _____