

JEFFERSON COUNTY ALUMNAE CHAPTER  
*Delta Sigma Theta Sorority, Inc.*

“A SERVICE SORORITY”

## Scholarship Packet Checklist

Please see the materials listed below that are needed to complete your scholarship packet. Please see the Scholarship Requirements and Guidelines and the Letter of Recommendation Guidelines for further instructions.

- Completed application
- Double-spaced typed essay (400-500 words)
- Two letters of recommendations
- Copy of ACT/SAT results
- An official transcript with unweighted GPA listed
- All materials received by the chapter by the specified deadline. NO EXCEPTIONS.

The completed scholarship packet must be **received** by *Monday, February 15, 2021*.

Submit packet online: [www.dstjacac.org/scholarship](http://www.dstjacac.org/scholarship)

**OR**

Mail scholarship packet to:

**Jefferson County Alumnae Chapter**

**Delta Sigma Theta Sorority Inc.**

**Attention: Scholarship Committee**

**P.O. Box 11024**

**Birmingham, AL 35202**

*\*Note: Please do not require a signature for receipt of application.*

*\*\*Note: Any applications received in any form other than those listed above, including delivery to the chapter's office, will be disqualified.*

**Residency Requirement:** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.

## Scholarship Requirements & Guidelines

1. **Residency Requirement:** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.
2. **Grade Point Average: 2.7-3.6 on a 4.0 scale**
  - Please note: The unweighted GPA (calculated on a 4.0 scale) must be listed on the transcript. Only the unweighted GPA will be used to determine scholarship eligibility and will not be recalculated or rounded. If you are unsure of whether your unweighted GPA is on your transcript, please consult with your counselor.
3. Scholarship applicants may not be the child of a JCAC member. The chapter may not use funds raised from the public to give scholarships to the child of a soror in the chapter.
4. The Scholarship Application and Essay may be uploaded to the JCAC Website at: [www.dstjacac.org/scholarship](http://www.dstjacac.org/scholarship) Please see upload instructions). However, if you would prefer, you may mail your application and essay.
5. If you upload the Scholarship Application and Essay, all other materials *may be* mailed or uploaded as instructed.
6. **All** materials must be **received** (including Application and Essay) by **Monday, February 15, 2021** at 11:59 PM. It is recommended to mail packets by February 1<sup>st</sup> to ensure on-time delivery.
7. Only official transcripts will be accepted.
8. Official transcripts may be mailed to the JCAC P.O. Box with your packet or directly from your school. The official transcript may be emailed to [scholarship@dstjacac.org](mailto:scholarship@dstjacac.org) by the school counselor or designated school official responsible for transcripts. Please note the applicant may **not** email their own transcript.
9. Letters of Recommendation may be mailed with your packet or uploaded by the recommender to a secure link to the website. **All letters must be signed in ink no matter if mailed or uploaded.**
10. Included in this application packet is the *Letter of Recommendation Guidelines* in order to assist those who you will ask to write your Letter of Recommendations. It will be helpful if you email or print a copy for each of your recommenders to ensure all directions are followed and all information requested is included in the Letter of Recommendation.

**Residency Requirement:** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.

- Letters must be written by two *different* people from two *different* categories listed.
    - Categories: teacher, counselor, mentor, minister, community service organization, or employer
  - Letters **MUST** include the company or organization name being represented and include address, phone number and email address.
  - Letters cannot be written by a relative.
  - Letter of Recommendation Forms *will not* be accepted.
  - Recommender must include their title and in what capacity they have known the applicant.
11. Failure to follow any of the above instructions or to completely fill out the application will automatically disqualify you from the next phase in the Scholarship Application process.
12. Please adhere to the deadline date. **NO EXCEPTIONS.**

***Residency Requirement:*** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.

# Scholarship Application

Please **type** or **print** using **black ink**.

**Disclaimer:** If at any time during the application process we find that you have supplied inaccurate information, your application will not be considered.

**Name:** \_\_\_\_\_  
*Last* *First* *Middle*

**Address:** \_\_\_\_\_

**City, State, and Zip Code:** \_\_\_\_\_

**Student Phone:** \_\_\_\_\_ **Student Email:** \_\_\_\_\_

**Parent Phone:** \_\_\_\_\_ **Gender:** Man \_\_\_ Woman \_\_\_ Other: \_\_\_\_\_

**High School:** \_\_\_\_\_

**GPA (2.7-3.6 on a 4.0 scale):** \_\_\_\_\_ **ACT or SAT Score** \_\_\_\_\_  
(The unweighted GPA will be used to determine scholarship eligibility. The GPA will not be recalculated or rounded.)

**Extra-Curricular Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Honors/Awards:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Intended College/University:** \_\_\_\_\_

**Intended Major:** \_\_\_\_\_

**Career Goals:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Public Service:** (Please briefly describe your community service activities.)

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How will your letters of recommendation be submitted?

- a. By mail
- b. Uploaded by the recommender online
- c. Both (*Note: Choose this option if one recommender is mailing and the other is uploading online.*)

If your recommenders are submitting online, please enter their email addresses. They will receive a secure link for submission.

Recommender #1 \_\_\_\_\_

Recommender #2 \_\_\_\_\_

How will your official transcript be submitted?

- a. By mail from the applicant
- b. By mail directly from the school
- c. By email from the school counselor or official responsible for transcripts

**ESSAY:** (Answer the question prompt in 400-500 words on an attached sheet of paper.)

How do you think leaders in local, state, or national offices should address the current civil unrest and social injustices?

**Residency Requirement:** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.

## Letter of Recommendation Guidelines

1. Letter of Recommendation Forms **will not** be accepted. Letters of Recommendation must be in a letter form.
2. Letters may not be written by a relative.
3. Two letters of recommendations (categories: teacher, counselor, mentor, minister, community service, organization, employer, etc.)
4. Letters must be written by two **different** people from two **different** categories listed above.
5. Letters **must** include the company or organization name being represented and include address, phone number, and email address.
6. Letters **must be** signed in ink. Digital signatures **will not** be accepted.
7. Recommender must include their title, in what capacity they have known the applicant, and a contact number, (in case verification is needed). If recommender knows the applicant in more than one capacity (i.e. teacher *and* band director) they should state both capacities in the letter.
8. The Letter of Recommendation must include the following:
  - Leadership qualities and characteristics
  - Personal qualities and characteristics
  - Capacity in which they know the student (i.e., teacher, pastor, counselor, supervisor, mentor, etc.)
  - Affiliations inside *and/or* outside of school and leadership positions held within those organizations
9. Letters that do not include all the requested information or fails to follow any of the above instructions will automatically disqualify you from the next phase in the Scholarship Application process.
10. Letters may be mailed with the applicant's packet or uploaded by the recommender to a secure link. **Please note: Uploaded letters must still be signed in ink then scanned in.**
11. If you have any questions, please contact the scholarship chairperson, Jessica Brown, at [scholarship@dstjacac.org](mailto:scholarship@dstjacac.org) or 205-401-5075.

**Residency Requirement:** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.

## Scholarship Application and Essay Upload Instructions

1. It is not mandatory to upload your scholarship application and essay. You may mail it to the chapter, and it must be received by February 15, 2021
2. If you upload your scholarship application and essay, the files must be uploaded to: [www.dstjacac.org/scholarship](http://www.dstjacac.org/scholarship)
3. You must save your essay as LastName\_FirstName\_Essay.pdf. You must also include your name on your essay in the header.
4. Enter your First Name, Last Name and Email Address. Select your application file to upload. Select your essay file to upload. Then, press **Submit Application & Essay** button. You will receive a confirmation email of receipt of your application and essay being received. Once your application and essay are submitted, you will not be able to make any corrections.
5. Failure to follow any of the above instructions will automatically disqualify you from the next phase in the scholarship application process.

**Residency Requirement:** Applicants must reside in Jefferson or Shelby county to qualify for the scholarship.