



American Association of University Women Danville-Alamo-Walnut Creek Branch 2024 Community Local Scholarship Application Instructions

Application Must be Submitted by April 30, 2024


Dear Scholarship Applicant:

Thank you for your interest in the American Association of University Women Danville-Alamo-Walnut Creek Branch (AAUW DAW) Community Local Scholarships. Scholarship recipients will receive a scholarship of \$2,000 or greater. Consideration includes financial need, special circumstances such as first-generation college students, academic record, and community participation.

QUALIFICATIONS

1. Scholarships are offered to women who either attended high school in Danville, Alamo, or Walnut Creek, or are current residents of these cities.
2. Academic status:
 - a. If you are an undergraduate, you must be entering your junior year or higher at an accredited 4-year college, university, or technical school no later than the fall of the upcoming academic year.
 - b. If you are a community college student, you will need to provide proof of your acceptance to an accredited 4-year college or university as a junior for the upcoming academic year.
 - c. If you are pursuing an advanced degree, you must be accepted at an accredited college or university graduate program for your course of study. You must start and/or continue in your program no later than this upcoming fall.
3. You must have a GPA of 3.0 or higher and possess a desire to pursue educational and career goals.

APPLICATION


1. The application is a Google Form, which must be completed online using the link provided on the AAUW DAW Scholarships webpage, or [click here](#).
 - a. You **MUST** have a Google account (free) to be able to submit your scholarship application along with the accompanying required documents that you will upload for your application to be complete. If you do not have a Google account, refer to Google's help page: <https://support.google.com/accounts/answer/27441?hl=en#>
 - b. Your application is saved automatically as you fill it out. You can return to the application and finish it later, up until the due date. A  Draft saved icon appears to the right of your email address at the top of your application, indicating that your input is saved while you are working on it.
 - c. To find your draft application, reopen the Google Form from the AAUW webpage, or [click here](#), in the same Google Account you used to create the draft. You can also bookmark the URL for your draft application and access it that way.



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2. To be considered complete, your application must include the following:
 - a. Your completed application form, submitted via the AAUW DAW Scholarships webpage.
 - b. Required documents uploaded via the AAUW DAW Community Local Scholarship Form.
 - Your most recent college transcript from the last semester.
 - A copy of your current class schedule if applicable. If you have graduated with a degree or for any other reason are not currently enrolled in a college/university but are entering school in the fall, you do not need to provide a current class schedule.
 - Your Personal Statement (suggest 200 to 500 words maximum). The statement should present a picture of you as a person, a student, and a potential scholarship recipient. It is an opportunity to share your story. Some ideas about writing a personal statement are at the following link.
https://www.laguardia.edu/uploadedfiles/main_site/content/supporters_friends/docs/scholarship_personal_statement.pdf
 - c. Two recommendations from non-relatives
 - At least one should be from a faculty member, such as a professor, advisor, or administrator.
 - The other can be from one of these same types of individuals or from a community member, such as an employer, minister, or community leader.
 - The people providing your recommendations may submit them in one of two ways:
 - by filling in a Google Form by [clicking here](#) OR
 - by emailing to daw.aauw@gmail.com
 - Instructions for the recommendation providers are found on the AAUW DAW Scholarships webpage or by [clicking here](#).
3. You must complete and submit your application with all required documents online by the due date specified above. Letters of recommendation must also be submitted by the due date. Late submissions or incomplete applications will not be accepted.
4. Once you have submitted your application, you will immediately receive an email confirmation from Google Forms regarding your submission. This email includes your application response in its entirety and a link that allows you to edit your application. **SAVE this email to be able to access your application in case you want to edit it.** If you do not see this confirmation email, check your spam folder.
5. You can edit your application up to the due date.
 - a. To edit your application, click on the “Edit response” button at the top of your Google Form confirmation email. By clicking on this link, you will be redirected back to the Google Form application you submitted with your previously entered responses pre-filled.
 - b. You can now view or edit any of the responses.
 - c. **If you choose to edit the application you have submitted, your changes will only be saved if you hit the “Submit” button on the final signature page.**

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- Note the  **Resubmit to save** icon next to your email address at the top of each page alerting you to the fact changes you are making are not saved unless you resubmit the application.
 - You will also see a pop-up message box at the bottom of each page that indicates “You are editing your response. Sharing this URL allows others to also edit your response. Fill out a new response.” You can ignore this message unless you want to totally redo your application and submit a new one. This requires that you upload all required documents with this new application.
- d. You will receive another confirmation email from Google Forms for this updated application. Save the email so you have a link to your revised application.

SELECTION AND AWARD

1. Your application is evaluated based on the information that you provide.
2. Scholarship recipients are selected on a competitive basis with consideration of the applicant’s academic record, participation in school and community activities, work experience, educational and career goals, special circumstances, financial need, and letters of recommendation. Not all applicants will be selected as recipients.
3. Scholarship payments will be made in a lump sum check no later than June 30 following notification of award. You will need to provide proof of continued enrollment. Checks are payable directly to the student.
4. Consistent with IRS regulations, use of scholarship funds is intended in support of educational pursuits. The recipient is responsible for complying with IRS regulations related to scholarship awards.
5. Applicants who were not selected for a scholarship award will be notified by email in a timely manner. Applicants not selected for a scholarship may reapply in a subsequent year, as long as they meet all eligibility criteria for the year in which they are applying.