



American Association of University Women Danville-Alamo-Walnut Creek Branch 2025 Community Local Scholarship Application Instructions

Application Must be Submitted by March 1, 2025


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 for individuals who identify as women and will be college/university juniors, seniors or graduate students in the fall of 2025. Scholarship recipients will receive a scholarship of \$2,000 or greater.

QUALIFICATIONS

1. Scholarships are offered to individuals who identify as women who either attended high school in Danville, Alamo, or Walnut Creek, are current residents of these communities, or currently work in these communities. If none of these requirements apply to you, you are not eligible.
2. Academic status:
 - a. If you are an undergraduate, you must be entering your junior or senior year at an accredited 4-year college, university, or technical school no later than the fall of 2025.
 - b. If you are a community college transfer student, you must be accepted at an accredited college or university as a junior for the fall of 2025 no later than June 1, 2025, before we can send a check to your school's financial aid office.
 - c. If you are pursuing a graduate degree, you must already be enrolled or accepted at an accredited college or university graduate program. If you are a new graduate student, you must be accepted into the graduate program no later than June 1, 2025, before we can send a check to your school's financial aid office.
3. You must have a cumulative 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.



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- 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.
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.
 - o Your most recent college transcript from the last semester. The transcript must include your name and the institution's letterhead on it.
 - o A copy of your current class schedule if currently enrolled. 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 of 2025, you do not need to provide a current class schedule.
 - o Proof of college/university transfer acceptance for the fall of 2025 if a community college student.
 - o Proof of graduate school acceptance for the fall of 2025 if a new graduate student.
 - o 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 letters of recommendations from non-relatives.
 - o At least one should be from a faculty member, such as a professor, advisor, or administrator.
 - o 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.
 - o The people providing your letters of 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
 - o Instructions for the letter of recommendation providers are found on the AAUW DAW Scholarships webpage or by [clicking here](#).
 - d. If currently employed in the designated communities, written verification of employment is required.
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.

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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.**
 - 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.** Interviews will not be conducted. Scholarship awardees are selected at the sole discretion of the AAUW DAW. Not all applicants will be selected as recipients. All applicants agree to accept AAUW DAW decisions as final.
2. Scholarship recipients are selected on a competitive basis with consideration of the applicant’s academic record, leadership, participation in school and community activities, work experience, educational and career goals, special circumstances (e.g., first-generation college student), financial need, and letters of recommendation.
3. Applicants selected for a scholarship will be notified in June 2025. Scholarship payments will be made in a lump sum check to your institution’s Financial Aid Office on your behalf no later than June 30, 2025. In order for AAUW DAW to send the check to your institution, we will need your student ID number and will ask for this information upon notification of your award. If, however, your institution’s Financial Aid Office does not accept outside scholarship monies, then AAUW DAW will issue the check directly to you. In such instances, you will be required to sign a form provided by AAUW DAW attesting that you will use the scholarship funds to pay for tuition and fees required for enrollment or attendance at your educational institution, and/or for fees, books, supplies, and equipment required for courses at your educational institution prior to receiving your scholarship check.



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4. If awarded a scholarship, we will ask you to provide a one-minute video telling us about yourself and what the scholarship means to you that we will post to our AAUW DAW webpage.
5. If you are awarded a scholarship, we will contact you in January 2026 requesting your transcript from the fall 2025 as proof of term completion to meet IRS scholarship requirements. You are required to provide AAUW DAW with a copy of this transcript.
6. Consistent with IRS regulations, use of scholarship funds must be in support of educational pursuits. The recipient is responsible for complying with IRS regulations related to scholarship awards.
7. 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.