



EILEEN MCCAUGHAN MEMORIAL SCHOLARSHIP

SCHOLARSHIP APPLICATION INSTRUCTIONS

This scholarship was started to allow academically talented, but financially needy students a choice in pursuing education at a private high school or secondary school or college. The application period for the Eileen McCaughan Memorial Scholarship is March 15 to April 15.

SCHOLARSHIP REQUIREMENTS ARE:

This scholarship is open to all eligible residents of Key Biscayne and any student who is attending or has attended Coral Gables Senior High School.

- Minimum 2.5 GPA.
- Must be a current or former resident of Key Biscayne. If the applicant is not a current or former resident of Key Biscayne, they must have attended Coral Gables Senior High School.
- Graduate of a Miami-Dade County Public School District or private secondary school or expect to graduate by June of the current academic year. If a graduate, the applicant shall be a full-time student (12 credits or more) at an approved post-secondary institution: college, university or graduate school.
- Must be a U.S. Citizen.
- Must submit two (2) letters of recommendation.
- Must report all financial aid and/or scholarships applied for and/or awarded in this application and with all supporting documentation.
- Must submit "Permission to Release Information" letter to the college/university.
- Must submit most recent copy of tax return.
- Must submit most recent transcript.
- Must submit a resume with all volunteer activities, work experience, and awards/honors received (listed by grade level).
- All items must be included or the application will not be considered.

LETTERS OF RECOMMENDATION

Each of the letters of recommendation should be no longer than one typed page (PDF format) and each author should include the applicant's name as well as the following information:

- Author's name, address, and telephone
- How long have you known the applicant?
- What has been your relationship to the applicant? (teacher, guidance counselor, youth group director, pastor, etc.)
- Please indicate what you know about the applicant's background: his/her family circumstances, home environment, neighborhood and any other pertinent information relating to his/her background.
- Please state the applicant's attitude toward education, his/her specific strengths, weaknesses and achievements, and other relevant information.

EILEEN MCCAUGHAN MEMORIAL SCHOLARSHIP APPLICATION

General Instructions

Answer all questions. Leave no blanks. Please type or print neatly in black ink. Incomplete applications will not be accepted.

PERSONAL INFORMATION

Name _____ Phone _____

Email Address _____

Permanent Home Address _____

City _____ State _____ Zip _____

Date of Birth _____ Are you an American Citizen? _____

Gender _____ Marital Status _____

If not presently living in the Village of Key Biscayne, give years of residence in the Village of Key Biscayne

Place of Birth _____

FAMILY INFORMATION

Name of parent/guardian 1 _____ Phone _____

Address _____

City _____ State _____ Zip _____

Employer _____

Name of parent/guardian 2 _____ Phone _____

Address _____

City _____ State _____ Zip _____

Employer _____

Name of Spouse _____ Phone _____

Address _____

City _____ State _____ Zip _____

Employer _____

Other children/dependents supported by parent or guardian or applicant (Please list their name, age, and highest/current level of education completed)

HIGH SCHOOL

High School of Graduation _____

Graduation Date _____ Rank in Class _____ GPA _____

COLLEGE

Please indicate below the schools to which you have applied in order of preference and select your acceptance status for each.

College #1 _____ Status _____

College #2 _____ Status _____

College #3 _____ Status _____

College #4 _____ Status _____

College #5 _____ Status _____

What is your intended major? _____

Where do you intend to live? _____

What do you anticipate your total annual costs to be? _____

Amount you have saved for your college education _____

Amount you anticipate to earn annually for education _____

Amount you anticipate your family/parents/guardians will contribute _____

FINANCIAL AID & SCHOLARSHIPS

Have you applied for any other scholarship at any time? Is there any special scholarship or aid available to you? For example: military, work study employment, etc.

Have you ever been granted any of the above? If yes, which and how much?

Have you applied for financial aid for the upcoming academic year?

ACTIVITIES/HONORS/AWARDS

Scholastic: List school activities - Sports, clubs, offices and academic honors received while attending school ---- for example: Band 2,3

Civic: List non-school activities and organizations in which you have been involved and any awards or commendations you have received.

SPECIAL CIRCUMSTANCES

You may use this space to explain any personal or family circumstances that would influence the committee in the selection process. Such things as financial problems, other siblings in college, illness, handicaps, unemployment, etc. may be considered.

ATTACHMENTS

Please attach/include all of the following items with your application.

- College/University Permission to Release Information
- Most recent transcript
- Most recent tax return
- Resumé - Please include all volunteer activities, work experience, and awards/honors received to date
- Two (2) Letters of Recommendation

AUTHORIZED CERTIFICATION

My signature below is to certify that all of the information reported in this application is true and correct to the best of my knowledge, and further that I understand and agree that if I am awarded this scholarship, it will be payable to the college, as a credit to me, only upon proof of full-time enrollment at the college.

Signature of Applicant

Date

Signature of Parent or Guardian (If applicant is a minor)

Date