

**\*\* Return filled out applications to Counselor's office by February \_\_\_\_\_, 2010 \*\***

**JESSE H. JONES AND MARY GIBBS JONES SCHOLARSHIP**

**STUDENT INSTRUCTIONS**

It is important that you fill out the application completely and attach all of the information required. **Please be sure to type the information or print clearly and legibly on your application.** A complete application presents you in the best light during the judging and selecting of the scholarship recipients by the Rotary Club of Houston.

1. ***Answer all questions on the application.*** You may leave a section blank if it doesn't apply to you (e.g., "List special honors" or "Unusual Circumstances," write "None" or "N/A" for not applicable). Circle your family's income. **Be sure that your parent or guardian signs the family income section confirming the circled amount is correct. Also please indicate if you are eligible to participate in the subsidized lunch program, even if you do not actually participate. A school official will fill out and sign the "Transcript Information" section on page 4, including your SAT score (or the date you are scheduled to take the test).** Sign and date your application on page 4.
2. ***Attach a copy of your FAFSA4caster Estimated Federal Student Aid Eligibility report which calculates your EFC (Estimated Family Contribution.) (See attached sample.)*** You will need 2008 Federal Income Tax Return information. The FAFSA4caster website is <https://fafsa4caster.ed.gov>. See your school counselor for instructions.
3. ***Submit a photograph with the application that would be appropriate to publish in the Houston Chronicle.*** DO NOT SUBMIT PHOTOS OF YOU WITH YOUR FRIENDS OR GLAMOUR SHOTS. Head and shoulder photos are preferred. Write your name and high school on the back of the photo and place it in an envelope. This should be the only envelope attached to the application form.
4. ***Sign and date your statement*** of why you desire the scholarship.
5. ***Submit a letter of recommendation from the principal, teacher or school official, on school letterhead.*** Form letters are not acceptable (i.e., the same letter for each nominee with only the name changed). Do NOT submit your letter of recommendation in an envelope.
6. ***Do not put the application in a folder or binder, and review your application for the following :***
  - \_\_\_\_\_ Remove these instructions before turning in your application
  - \_\_\_\_\_ Check that the "Family Income" section is circled and signed by your parent/guardian, and that your eligibility in the subsidized lunch section is indicated
  - \_\_\_\_\_ Check that the "Transcript Information" is filled out and signed by a school official

***Assemble your application and attachments in the following order and staple in the upper left corner, as indicated on page 1:***

- \_\_\_\_\_ Application, with all four pages completed, signed and dated by you
- \_\_\_\_\_ FAFSA4caster *Estimated Federal Student Aid Eligibility report (see sample attached)*
- \_\_\_\_\_ Student's Statement, signed and dated
- \_\_\_\_\_ Letter of recommendation from principal, teacher or school official
- \_\_\_\_\_ Official transcript (do **not** put in an envelope)
- \_\_\_\_\_ Photograph, **in an envelope**

**Houston Endowment's approved IRS scholarship ruling requires that scholarships not be awarded to relatives of Houston Endowment board members, officers or other staff members. However, if the applicant is a distant relative an exception might be made on a case by case basis. See page 4 of the application.**

**RETURN YOUR APPLICATION TO YOUR SCHOOL COUNSELOR ON OR BEFORE THE POSTED DEADLINE. DO NOT SEND IT TO HOUSTON ENDOWMENT. Winners and the schools will be notified by mail in April 2010.**