

**The 2010-11**

**Scholarship for Sons and Daughters of  
Employees of Roseburg Forest Products Co.  
Scholarship eApp Workbook**  
*for Non-Oregon/Non-Siskiyou County Residents*



**THE Ford Family  
FOUNDATION**

**SAVE TIME!**

Apply and submit  
application (eApp) online at  
**[www.GetCollegeFunds.org/  
ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html)**

**TIMELINE:**

Monday, Dec. 14  
eApp available  
online

Tuesday, Jan. 19  
Early Bird eApp  
review begins

**DEADLINES:**

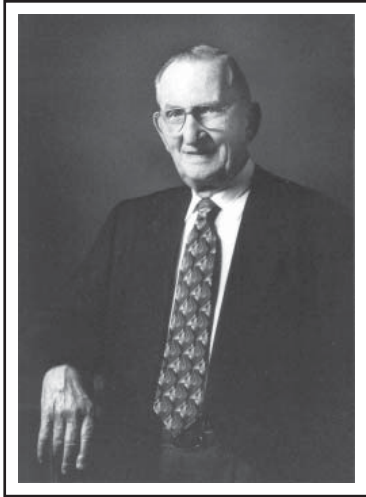
Tuesday, Feb. 16  
Early Bird deadline  
for eApp review

Monday, March 1  
Final deadline  
to submit eApp



Oregon  
**Student  
Assistance  
Commission**

Applications processed by the  
Oregon Student Assistance Commission  
in partnership with  
The Ford Family Foundation



***“People have been so good to me that I want to give back to them.”***  
**– Kenneth W. Ford**



***“It’s not about what you have, but what you give to your family, your community and your country.”***

**– Hallie E. Ford**

## **History**

In 1936, Kenneth W. Ford (1908-1997) pursued a vision with a single sawmill in the southern Oregon community of Roseburg. From his initiative and tenacity grew Roseburg Forest Products Co., one of the largest, family-owned wood products manufacturers in the nation. The same ingenuity and capacity for hard work that brought Mr. Ford success in the business world also characterized his commitment to “building community.”

Hallie E. Ford (1905-2007) was a teacher. Like Kenneth, she believed in a complete and continuing education. Hallie was also a painter, and in later years a patron of the visual arts, leaving a legacy of support to the Oregon “arts ecology.”

In 1957, Kenneth and Hallie Ford established a then modest foundation to give back to the timber communities of southwest Oregon. It grew in size, scope, and geography to become The Ford Family Foundation in 1996, with its main office in Roseburg, Oregon, and its scholarship office in Eugene, Oregon.

## **The Mission**

Successful Citizens and Vital Rural Communities

## **The Values**

<i>Integrity</i>	Promoting and acknowledging principled behavior
<i>Stewardship</i>	Responsibility to give back and accountability for resources and results
<i>Respect</i>	Valuing all individuals
<i>Independence</i>	Encouraging self-reliance and initiative
<i>Community</i>	Working together for positive change

# The Ford Family Foundation Scholarship Program for Sons and Daughters of Employees of Roseburg Forest Products Co.

## *Non-Oregon/Non-Siskiyou County Residents*

Kenneth W. Ford and The Ford Family Foundation established the Ford Sons & Daughters Program to provide scholarships to sons and daughters of Roseburg Forest Products Co. employees as they pursue education beyond high school. Each year, up to 10% of all eligible applicants are selected to receive the Ford Sons & Daughters scholarship.

Applicants that submit complete applications and meet eligibility guidelines are invited to interview in mid-April. Successful applications demonstrate the candidate's understanding of the values of work, taking responsibility, giving back and helping others. Please review the summary of eligibility requirements for the Ford Sons & Daughters Program below (more detailed information is available online at [www.tfff.org](http://www.tfff.org)).

### **Eligibility**

To be eligible to apply, you must:

- Be a dependent of an eligible employee of Roseburg Forest Products Co. (parent must have been a full-time employee for a minimum of 18 months prior to March 1, 2010)
- Be 21 years of age or younger as of March 1, 2010
- Plan to enroll full time, on campus, in the fall of 2010 at any eligible U.S. technical, 2- or 4-year college or university

**Note:** Filing the *Free Application for Federal Student Aid (FAFSA)* is not required, but is highly recommended as you may be eligible for other forms of financial aid ([www.fafsa.gov](http://www.fafsa.gov)).

Applicants must not previously have earned a bachelor's degree.

All eligible applicants are interviewed.

### **Eligible Institutions**

Eligible institutions include any 2-year or 4-year, public or private, non-profit or for-profit, post-secondary institution in the United States that is eligible to participate in federal Title IV student financial aid programs.

### **Scholarship Amount**

Scholarship award amounts for the Ford Sons & Daughters Program depend on the type of college the recipient is attending. A recipient attending a 2-year college will receive an award amount of \$3,000 each academic year. A recipient attending a 4-year college will receive an award amount of \$5,000 each academic year. This scholarship can be renewed annually if the student makes satisfactory academic progress.

### **Selection Criteria**

Each successful candidate will demonstrate:

- Good character
- Evidence of volunteer service activities in their school and community
- Strong work ethic
- Academic success and appropriate academic preparation for career goal
- An ability to clearly communicate personal strengths and goals
- A sound educational plan



# Ford Sons & Daughters Scholarship Application Instructions & Checklist

Thank you for choosing to apply for the Ford Sons & Daughters Program from The Ford Family Foundation. Our scholarship applications are processed by the Oregon Student Assistance Commission (OSAC).

Apply online at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html). Review the application instructions in this workbook carefully.

If you're absolutely NOT able to apply online, contact The Ford Family Foundation Scholarship Office immediately by e-mailing [fordscholarships@tfff.org](mailto:fordscholarships@tfff.org) or by calling toll free (877) 864-2872. If you choose to file a paper application, please be aware that OSAC must manually enter information from your paper application into a database. While OSAC makes every effort to ensure the accuracy of this process, the agency shall not be held liable for errors or omissions in your paper application due to the transfer of your handwritten/typed information.

## Checklist – *Follow carefully!*

- Noted the Early Bird and Final deadlines for submitting my eApp.
- Reviewed the eligibility requirements for the Ford Sons & Daughters Program on page 3.
- Completed the eApp Worksheet in the back of this workbook.
- Completed the electronic application (eApp) online at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html), which includes completing the following online as part of the eApp:
  - Activities Chart
  - Four Personal Statements
  - Correct uploaded transcripts with the first 5 digits of my Social Security Number blackened
- Provided a valid e-mail address for notifications and/or alerts from OSAC or the Foundation Scholarship Office.
- Saved a copy of my complete application for my records.
- Submitted my final eApp online with my correct transcripts OR mailed my paper documents to the Foundation Scholarship Office by the appropriate deadline (Note: Postmarks are NOT considered for date received. Check your e-Student Profile online to confirm receipt.)

### ----- **After submitting your eApp** -----

- Log in to your e-Student Profile at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html) and check your eApp status for the message: "Valid eApp Accepted." If you see "Review Pending," keep checking back. If you see "eApp Problem," read the instructions and submit corrections by the appropriate deadline.
- Keep your address, phone, e-mail, college choice, and major updated. Your eApp will be saved in your e-Student Profile so that you may edit and re-submit it next year or print a copy of your eApp for your own use. (Transcripts will not be saved for future years.)
- Be patient. Beginning in late March, if you have been selected as a finalist, you will be notified in writing by the Foundation Scholarship Office. All final decisions should be made by late April.

## Overview of the 2010-11 Ford Sons & Daughters Scholarship Process

### Application Timeline & Deadlines

#### TIMELINE:

**Monday, December 14, 2009 – eApp Available Online at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html)**

Start your Activities Chart and the four required Personal Statements. Your eApp is saved so you can update it until you are ready to submit.

**Tuesday, January 19, 2010 – eApp Review Begins**

Apply early with your correct transcripts. If your application contains errors, you will have time to submit corrections.

#### DEADLINES:

**Tuesday, February 16, 2010 – Early Bird Review and \$500 Early Bird Scholarship Deadline**

Last day to submit your eApp for an Early Bird Review. You must check your e-Student Profile to be notified of any errors - OSAC will not notify you by phone or e-mail. Error-free applications qualify for a chance to win a \$500 Early Bird Scholarship.

**Monday, March 1, 2010 – Final Deadline**

This is the final day to submit your eApp online. If you are not applying online, paper applications must be received by March 1, 2010 at The Ford Family Foundation Scholarship Office, 440 East Broadway, Suite 200, Eugene, Oregon 97401. Postmarks will NOT be considered "date received."

# Getting Started – eApp Instructions

## Step 1 – Get Organized Early! Assemble Documents

Your online eApp contains the following materials you will need to submit by the March 1, 2010 final deadline:

- The eApp questions and certifications (#1-12 – worksheet)
- Scholarship List (#13 – worksheet)
- Activities Chart (#14 – worksheet)
- Four Personal Statements (#15 – worksheet)
- Uploaded Transcripts (#16 – worksheet), see instructions below

### TRANSCRIPT INSTRUCTIONS – IMPORTANT!

A missing/incomplete/incorrect transcript is the number one reason for rejected applications.

#### A. Follow these instructions carefully!

You can submit transcripts printed from your high school or college website, as long as they include your name, your school's name, each course taken, grades, grade points, and credit hours (official transcripts are not required).

If you are awarded a scholarship, you may be required to provide official transcripts.

The following documents are NOT accepted as replacements for transcripts: Report Cards, Grade Reports, Degree Audits, Registration Reports, and Transfer Articulations.

See transcript submission instructions on page 6.

#### B. To determine what type of transcript is required, decide what "type of student" you are and follow the directions:

a. If you are a:

- Graduating High School Senior as of 2009-10

Then submit the following:

- High school transcript(s) showing your coursework and grades through the first semester, second quarter, or first trimester (depending on your school's calendar) of your senior year. These transcripts are usually available in January or February.

b. If you are a:

- High School Graduate with No College Coursework (graduated before 2009-10)
- Adult Student with No College Coursework (never graduated from high school, no GED, not home-schooled)

Then submit the following:

- High school transcript(s) showing your coursework and grades earned.

c. If you are a:

- Home-Schooled Student

Then submit the following:

- A copy of all the documents required by your state for home-schooled students.

d. If you are a:

- GED Student

Then submit the following:

- Your Transcript of GED record, if you received a General Education Development (GED) certificate and have never attended college **or**
- If you have not completed your GED requirements by the time you submit your application, your most recent score report and a letter explaining when you plan to complete your requirements.

e. If you are a:

- College Student, Freshman (completed one semester or term of college coursework at the time of application)
- College Student, Continuing or Returning (will not have completed a bachelor's degree prior to 2010-11)

Then submit the following:

- Transcripts of all college coursework taken between August 1999 through fall quarter/semester 2009.
- Transcript for each college (including work on prior degrees), if you attended more than one college, **or** one transcript with transfer credits for other schools (including grades and credit hours for each school and course – transfer credits alone are not enough).
- High school transcript, for College Student, Freshman (optional, but recommended as part of the selection process).

### C. Options for transmitting and scanning your transcripts:

1. Your high school scans and uploads your transcript:  
You can have your high school upload your transcript through OSAC's "High School Transcript Upload" website. Click on the "Request HS Upload" button in the eApp to complete a form to give to your High School Registrar or the person who processes transcript requests.
2. You scan and upload your transcript:

For security purposes, black out the first 5 digits of your Social Security Number on your transcript before photocopying or scanning. Scan transcripts and documents at a local copy center or on a home printer/scanner. OSAC accepts these formats: .pdf (preferred), .jpg, .tif, or .gif.

At a copy center, you will need to provide a USB flash drive or disk to save your document. If your transcript cannot be scanned into one unique file name, follow the instructions on the eApp upload screen.

### D. Unable to scan and/or upload?

When you go to the upload page in the eApp, you'll have the option to indicate the reason why you cannot upload the transcript. When you click on the "Can't Upload" button, the eApp will produce a cover sheet with your name, eApp number, the transcript description, and the reason why you can't do the upload. Print and staple this cover sheet to your transcript and follow the mailing instructions.

**IMPORTANT: Transcripts not uploaded must be received by the March 1 deadline. No exceptions.**

## Step 2 – Complete the eApp Worksheet Before Entering Information Online

Carefully follow the instructions on the worksheet, beginning on page 7. This will help you avoid errors when entering your data into the eApp.



## Step 3 – Start Your eApp at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html)

### First-Time Applicant

Go to [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html) to create an OSAC e-Student Profile and a user name and password. An eApp number for the 2010-11 school year will also be assigned to you. Write down your eApp user name, password and eApp number so you can log back on and update any part of your eApp at any time before you submit or for applying for scholarships next year.

### Returning Applicant

Some of your eApp information from last year has been saved for you online. Log in to your e-Student Profile at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html) using your user name and password from last year. Click on the "Refresh App" button to refresh this year's application with the data from your 2009-10 application. Update your application (e.g., with updated transcript, new college choice, college GPA, marital status, scholarship codes, Activities Chart, and Personal Statements) and submit.

## Step 4 – Finalize & Submit Your Final eApp

Do not click the "Submit" button on your eApp until you have reviewed and made corrections to your completed eApp and uploaded your scanned transcript(s). Once submitted, you will not be able to unlock your eApp to make corrections.

When you click the "Submit" button, your application will be automatically transmitted to OSAC and saved in the OSAC database. This final submission date will be your official application date; be sure to complete this step before the deadline.

## Step 5 – After Submitting Your Application

Verify that OSAC received your eApp by logging in to your e-Student Profile at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html). Check back frequently until you see the status message "Valid eApp Accepted." You may see "Review Pending," so keep checking back. If you see "eApp Problem," correct the error and re-submit your eApp by the deadline stated in your status message.

Log in to your e-Student Profile to:

- Check your eApp status
- Update your address, e-mail, phone, college major, or college choice

# 2010-11 Ford Sons & Daughters Scholarship eApp Worksheet

Use this worksheet to prepare your information before entering your data online. This worksheet is optional and only an application (eApp) submitted online or a paper application is valid. Complete and submit your eApp online at [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html). Students who absolutely cannot access a computer to submit an eApp can contact the Foundation Scholarship Office toll free at (877) 864-2872 to request a paper application.

**DO NOT MAIL THIS WORKSHEET! It will not be accepted as a valid application.**

<b>1 Identifying Information</b>	
<p><b>Who is Filling Out the Application?</b> Identify yourself as the Student Applicant or Test Applicant (Parent, Counselor, Advisor, Volunteer). This will not appear on your printed application. Checking the Student Applicant box certifies that you are the student completing this application, writing the Personal Statements and the Activities Chart.</p>	<p style="text-align: center;"> <input type="checkbox"/> Student Applicant           <span style="margin-left: 100px;"><input type="checkbox"/> Test Applicant</span> </p>
<p><b>Your Legal Name</b> (first, middle initial, and last name). Make sure it is the same name you used if you filed the FAFSA.</p> <p><b>Other legal FIRST and/or LAST name used on transcripts you are submitting to OSAC.</b> Only include when it is different from your current legal first and/or last name.</p>	<p>Legal First Name, Middle Initial, Last Name  <input style="width: 100%;" type="text"/></p> <p>Other First and/or Last Name  <input style="width: 100%;" type="text"/></p>
<p><b>Social Security Number.</b> If you do not have a valid social security number, enter 111111111.</p>	<p>Social Security Number  <input style="width: 100%;" type="text"/></p>
<p><b>Birth date.</b> Format your birth date: mmddyyyy, e.g., 06211991 for June 21, 1991</p>	<p>Birth Date  <input style="width: 100%;" type="text"/></p>
<b>2 Create Your eApp User Name and Password</b>	
<p><b>Your eApp User Name.</b> Your user name must be 8 to 20 letters and/or numbers.</p> <p><b>Your eApp Password</b> must be 8-20 letters and/or numbers, and include at least 1 letter and 1 number. Do not use spaces, hyphens, or special characters.</p> <p>The eApp will assign you a 5-digit application number for the 2010-11 application year. Write it down!</p>	<p>User Name  <input style="width: 100%;" type="text"/></p> <p>Password  <input style="width: 100%;" type="text"/></p> <p>eApp Number  <input style="width: 100%;" type="text"/></p>
<b>3 Permanent Mailing Address and Current Mailing Address, E-mail, Phone</b>	
<p><b>Your Permanent Mailing and Current Mailing Address.</b> Enter a current mailing address only if it is different from your permanent mailing address. Include apartment number, if applicable. If you use a P.O. Box number, enter it as your current address. Address field contains a maximum of 35 typed characters; if too long, abbreviate directional names and street types, e.g., N for North, Dr for Drive or Apt B to B.</p>	<p>Permanent Address <span style="float: right;">County</span>  <input style="width: 80%;" type="text"/> <input style="width: 100px;" type="text"/></p> <p>City/State/ZIP Code + 4  <input style="width: 100%;" type="text"/></p> <p>Current Address <span style="float: right;">County</span>  <input style="width: 80%;" type="text"/> <input style="width: 100px;" type="text"/></p> <p>City/State/ZIP Code + 4  <input style="width: 100%;" type="text"/></p>

<p><b>Enter Your E-mail Address.</b> OSAC and/or the Foundation Scholarship Office may use this e-mail address to contact you.</p> <p>Spam filter? Check your spam/junk mail folder to be sure you are not missing any important e-mails from OSAC (@osac.state.or.us) or the Foundation Scholarship Office (@tfff.org).</p>	<p>E-mail Address</p> <input type="text"/>
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<p><b>Primary &amp; Alternate Phone Numbers.</b> Include area code, prefix, and 4-digit number. Example: 5416877400</p> <p><b>Can OSAC or the Foundation Scholarship Office text message you?</b> If OSAC or the Foundation Scholarship Office can't reach you by e-mail and immediate notification is required, specify which phone number we can use to text you (phone A or B), or select "Don't text message me" on the eApp.</p>	<table> <tr> <td>Primary Phone Number</td> <td>Cell Phone?</td> <td>OK to Text Message?</td> </tr> <tr> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Alternate Phone Number</td> <td></td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Primary Phone Number	Cell Phone?	OK to Text Message?	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alternate Phone Number			<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Phone Number	Cell Phone?	OK to Text Message?											
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Alternate Phone Number													
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>											

**4 Citizenship, State Residency, Work Hours, Children's Ages, Marital Status**

<p><b>Specify Your Citizenship Status.</b> You must be a U.S. citizen or an eligible noncitizen in the United States for other than a temporary purpose, and intend to become a permanent resident of the United States.</p>	<p><input type="checkbox"/> U.S. Citizen</p> <p><input type="checkbox"/> Eligible noncitizen in U.S. for other than a temporary purpose and intend to become a permanent resident</p> <p><input type="checkbox"/> Neither</p>
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<p><b>Oregon Residency.</b> Will you have lived in Oregon for 12 months preceding enrollment for the 2010 fall term or semester?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>
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<p><b>State of Legal Residence.</b> Make sure it is the same answer used if you filed the FAFSA. Select from the drop-down list.</p> <p>If you are not an Oregon resident, what is your county of residency?</p>	<p>State of Legal Residence</p> <input type="text"/> <p>County of Residency</p> <input type="text"/>
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<p><b>Work Hours.</b> Are you working 20+ hours per week during the current academic year (2009-10)?</p> <p>Are you planning to work 20+ hours per week during the next academic year (2010-11)?</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
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<p><b>Your Children's Ages.</b> If you, the applicant, are the custodial parent of your children, provide only their ages in years (do not enter fractions; enter 1 for a child less than a year old; leave blank for no children). If you have more than 4 children, enter the ages of your 4 youngest children.</p>	<table> <tr> <td>Age</td> <td>Age</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Age</td> <td>Age</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Age	Age	<input type="text"/>	<input type="text"/>	Age	Age	<input type="text"/>	<input type="text"/>
Age	Age								
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<p><b>Marital Status.</b> What is your (the applicant's) marital status as of today? (Make sure it is the same answer you used if you filed the FAFSA and if you did not select "Domestic Partner.")</p>	<p><input type="checkbox"/> Single      <input type="checkbox"/> Married</p> <p><input type="checkbox"/> Divorced      <input type="checkbox"/> Remarried</p> <p><input type="checkbox"/> Widowed      <input type="checkbox"/> Domestic Partner</p> <p><input type="checkbox"/> Separated</p>
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**5 Gender and Ethnic Group**

**Gender.**

Male       Female       Choose not to say

**Ethnic Group.** OSAC does not provide individual ethnicity data to scholarship selection committees. OSAC uses ethnicity data in aggregate form to gain information on how we can reach diverse communities.

Are you Hispanic or Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?

Yes       No       Choose not to say

Select one or more races from the following five racial groups:

American Indian or Alaska Native       White  
 Asian       Native Hawaiian or Pacific Islander  
 Black or African American       Choose not to say

**Foster Care or ILP.** Are you currently or formerly in foster care, or are you participating in an Independent Living Program?

Yes  
 No

**6 Contact Information**

**Contact #1**

At least one contact is required in case your contact information is incorrect, out-of-date, or missing.

Parent       Spouse       Other

Last Name/First Name

Address/City/State/ZIP Code

Primary Phone Number

Cell Phone?

OK to Text Message?

Alternate Phone Number

E-mail Address

**Contact #2**

Contact # 2 should not live at the same residence as Contact # 1.

Parent       Spouse       Other

Last Name/First Name

Address/City/State/ZIP Code

Primary Phone Number

Cell Phone?

OK to Text Message?

Alternate Phone Number

E-mail Address

**7 Parents' Marital Status and Education**

**Parents' Marital Status.** Make sure it is the same answer you used if you filed the FAFSA and if you did not select "Domestic Partner."

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Single    | <input type="checkbox"/> Married                 |
| <input type="checkbox"/> Divorced  | <input type="checkbox"/> Remarried               |
| <input type="checkbox"/> Widowed   | <input type="checkbox"/> Domestic Partner        |
| <input type="checkbox"/> Separated | <input type="checkbox"/> Not Required to Provide |

**What is the highest level of education your father completed?** Make sure it is the same answer you used if you filed the FAFSA.

- |  |  |
|--|--|
| <input type="checkbox"/> Middle/Junior High School | <input type="checkbox"/> College or Beyond |
| <input type="checkbox"/> High School               | <input type="checkbox"/> Other/Unknown     |

**What is the highest level of education your mother completed?** Make sure it is the same answer you used if you filed the FAFSA.

- |  |  |
|--|--|
| <input type="checkbox"/> Middle/Junior High School | <input type="checkbox"/> College or Beyond |
| <input type="checkbox"/> High School               | <input type="checkbox"/> Other/Unknown     |

**8 High School Type & Year Graduated; Whether Any College**

**Indicate the type of high school from which you graduated or will graduate.**

- |  |  |
|--|--|
| <input type="checkbox"/> Public or Private High School | <input type="checkbox"/> GED                 |
| <input type="checkbox"/> Alternative High School       | <input type="checkbox"/> GED and Home School |
| <input type="checkbox"/> Community College High School | <input type="checkbox"/> None of the Above   |
| <input type="checkbox"/> Home School                   |  |

**Academic Year** you received or will be receiving your high school diploma, GED, or home school graduation (e.g., 2009-10). If you did not graduate or do not plan to graduate, select "Did not finish high school" at the bottom of the list.

Academic Year

Have you or will you complete any college, university, or postsecondary vocational training by the end of fall term or semester 2009?

- No, either (a) all of my college credit is from Advanced Placement (AP) classes; or (b) I have not earned or will not earn any credit for college/postsecondary coursework by the end of fall term 2009.
- Yes, I have taken some college/postsecondary coursework and I am currently a high school senior or I have a college freshman standing: the number of credit hours earned by February 16, 2010, is at least 1 credit hour, but will not exceed 2 terms worth of credit.
- Yes, I have taken college/postsecondary coursework during the last 11 years and currently have a college sophomore, junior, senior, or graduate student standing: all coursework is taken between August 1999 and March 1, 2010.
- Yes, I have taken college/postsecondary coursework more than 11 years ago: all college/postsecondary coursework was taken before August 1999.
- Yes, I have taken college/postsecondary coursework with some current coursework and some prior coursework: I took some college/postsecondary coursework before August 1999, and I also have taken coursework between August 1999 and December 31, 2009.

## 9 High School Information

**Name of High School.** The online application will ask you to select from a drop-down list of categories.

You will be required to provide the name, city, county, and state of your high school on the online application.

If you did not graduate from high school or home school or receive a GED, the high school name is set to "Did not graduate."

Name of High School

City, County, State of Your High School

**If you are graduating this year (2009-10) from high school, home school, or receiving a GED, or if you will be a first-time freshman in 2010-11, or if you are a current college freshman, then complete the rest of this section.**

Did you work with an ASPIRE program?

Yes  No

If yes, indicate your ASPIRE advisor's name and high school or other site.

If Yes, ASPIRE Advisor's Name

If Yes, ASPIRE Site Name

**Leave blank.**

**Leave blank.**

**High School Unweighted GPA.** If you have already graduated, enter your final high school cumulative GPA; otherwise, enter your cumulative GPA through the 7th semester (second quarter, first trimester, or first semester of senior year/last year in high school).

OSAC does not consider the weighted cumulative GPA. To calculate your GPA from multiple transcripts, go to [www.GetCollegeFunds.org/calc\\_cum\\_gpa.html](http://www.GetCollegeFunds.org/calc_cum_gpa.html).

If your high school or home school did not assign grades, enter 0.01 for HS GPA.

**If you are a GED student, leave blank.**

High School GPA (unweighted, cumulative 7th semester)

If you took the SAT, enter your highest score in each of the categories. Otherwise, leave blank.

If you took the ACT, enter your ACT composite score. Otherwise, leave blank.

**Received your GED?** Enter your 4-digit GED score, or if you have not completed all five of the GED test sections, see [www.GetCollegeFunds.org/GED\\_scores.html](http://www.GetCollegeFunds.org/GED_scores.html).

**GED in process?** If you have not yet completed your GED requirements by the time you submit your eApp, indicate by checking the box labeled "GED in Process."

SAT Reading/Verbal

SAT Math

SAT Writing

ACT Composite

GED Score

GED In Process

## 10 College History

**If you have not completed any college, university, or postsecondary work, skip this section. If all college coursework was completed while you were in high school, this section is optional, as is the college transcript.**

**Colleges, universities, and postsecondary schools attended.** Include dates attended, degree earned, and credits earned.

List the most recent first. If you have attended more than three colleges, enter the three most recent on the eApp.

Degree earned should be an abbreviation, e.g., B.A. for Bachelor of Arts degree. Leave it blank if you did not receive a degree.

1. School Name

a. Currently attending

Yes

No

b. Dates From/To

c. Degree Earned

d. Credits Earned

Will you have finished two academic years towards a degree or certificate at a community college by July 1, 2010? If you have never attended a community college, answer No.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you have earned a bachelor's degree by July 1, 2010?	<input type="checkbox"/> Yes <input type="checkbox"/> No
College undergraduate/graduate cumulative GPA for all college coursework through January 2010. To calculate your GPA from multiple transcripts, go to <b>www.GetCollegeFunds.org/calc_cum_gpa.html</b> for the cumulative GPA calculator.  If your college did not assign grades, use 0.01 for GPA.	Undergraduate GPA <input type="text"/> Graduate GPA, if applicable <input type="text"/> <b>Leave blank.</b>

### 11 College Plans

The college you are most likely to attend determines a number of factors in the scholarship selection process.

OSAC retains only your current college choice (the college where you are most likely to attend). Schools that are not eligible to receive federal Title IV funds (such as U.S. military academies) are not eligible to receive the Ford Sons & Daughters scholarship.

Notify OSAC of a change in your college choice after you submit your application. Use the update form online in your e-Student Profile at **www.GetCollegeFunds.org/ford\_sd.html**.

#### Indicate the state of your college choice for the 2010-11 school year.

List your college choice. In the online application, select from eApp's drop-down list of schools in our database, based on the state of your college choice. If you can't find your college in our list of eligible colleges, you'll be asked to provide the federal college code, the college name, and the college city, available by checking the Federal database at <http://www.fafsa.ed.gov/FOTWebApp/FSLookupServlet>. If you can't find the college in the Federal database, contact your college's financial aid staff to ensure that the college is eligible to receive federal Title IV funds.

State of College Most Likely to Attend

If an unlisted college:

College Code

College Name

City Where College is Located

#### College Standing as of September 1, 2010.

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Freshman  | <input type="checkbox"/> 5th-Year Senior |
| <input type="checkbox"/> Sophomore | <input type="checkbox"/> Masters         |
| <input type="checkbox"/> Junior    | <input type="checkbox"/> Doctorate       |
| <input type="checkbox"/> Senior    |  |

#### Major Field of Study. Indicate your first choice of college major. If you have a second or double major, please include it.

Major

Second/Double Major

#### Next College Degree Expected After September 1, 2010 (e.g., A.A., A.A.O.T., B.S., M.Ed, Ph.D., Certificate).

Next expected college graduation date after September 1, 2010.

Next Degree

Month (e.g., 06)

Year (e.g., 2012)

#### Career Plans. Enter your planned career, e.g., auto mechanic, forensics, geriatrics, social work, sports writing, teaching, etc.

Planned Career

## 12 Application Certification

- I certify the accuracy of the completed form and all accompanying documents, and, if requested, agree to provide proof of this information.
- I give permission to OSAC to request and use data from my FAFSA as well as data and materials from this application to determine my eligibility for the Ford Sons & Daughters Program.
- I authorize OSAC to share my application with scholarship processing and review staff, donors, and selection committees for the purpose of determining eligibility and selecting awardees.
- I understand that OSAC cannot guarantee that applicants will receive scholarships. Further, by certifying the application form, I agree to hold harmless, defend, and indemnify OSAC for any acts, failures to act, or omissions of the Commission, its employees, agents, volunteers, or any State of Oregon employee.
- I give permission to selection committees to contact my high school and college officials for additional academic and/or financial information. I also allow my information to be shared with OSAC-approved researchers.
- If selected to receive a scholarship, I give permission for a publicity release.
- Yes  No

## 13 Your Scholarship List (Adding the Ford Sons & Daughters Program)

1. In the eApp, you must add the Ford Sons & Daughters Program to your application by selecting fund code 6 from a drop-down list.
2. Include the employee information in the section below.

Apply for the **Ford Sons & Daughters Program** by selecting fund code number 6.

### Your Scholarship List (Adding Employer Information)

#### For applicants of the Ford Sons & Daughters Program:

Once you've added the Ford Sons & Daughters Program to your scholarship list on the eApp, click on the "Edit Employer" button to enter the following information:

- The name and the last four digits of the employee's Social Security Number (SSN) whose employment at Roseburg Forest Products Co. qualifies you for the scholarship
- The full name of the employee's current work site and the city and state where that work site is located.

Scholarship Fund Code

Qualify by Employer Information?

Yes  No

Employee's Full Name

Last 4 Digits of SSN

Relationship to the Applicant

Work Site Name

Work Site City and State

## 14 Activities Chart

The Activities Chart is important to selection committees who want to see leadership, decision-making, organizational skills, and areas where you received special recognition and participation in activities, volunteer service, and work history.

The eApp allows you to input your activities so you don't have to create the chart yourself. You can copy and paste information into your eApp Activities Chart by using the template available at [www.GetCollegeFunds.org/eApp\\_activities.html](http://www.GetCollegeFunds.org/eApp_activities.html).

Your eApp Activities Chart is stored in the OSAC database, which makes it easy to retrieve a copy or to update if you plan to apply for scholarships the following year.

Last year's Activities Chart categorized the activities differently, so if you filled out an eApp last year, check to make sure your activities are in the correct categories.

You are limited to listing 20 activities. If you do not have at least one activity from each activity category (A, B,C), indicate that you have no activities in that category.

When completing your application online, use the eApp prompts to enter each activity under the categories:

- A) School Activities
- B) Volunteer Activities (Community/Family)
- C) Paid Work History

You must include:

- Activity Title (e.g., Chamber choir, Volleyball, Red Cross blood drive, Pizza Hut)
- Dates you participated (from—to)
- Time Spent (number of hours per week or month and total hours)
- Responsibilities and/or Accomplishments associated with each activity (15 words max.)

**Activities Chart**

Activity Codes  
A. School Activities  
B. Volunteer Activities (community/family)  
C. Paid Work History

OREGON STUDENT ASSISTANCE COMMISSION SCHOLARSHIP APPLICATION

Name: SAMPLE, IMA Q [Copy: for Personal Use Only] App # (5 digits) 10001  
(eApp users only:)

Act Code	Activity Title	Dates From-To	Time Spent		Responsibility / Accomplishments
			Hours per Wk / Mo	Total Hours	
A	Chamber choir	09/2007 - present	8/wk	720	Sing in 8 concerts and 3 competitions; attend daily class during school year
B	City Library volunteer	06/2009 - 09/2009	20/mo	60	Read stories to toddlers; reshelve books
C	Red Robin Restaurant	07/2009 - present	8/wk	200	Wait tables; cashier for 6 months

SAMPLE

## 15 Required Personal Statements (formerly Short Essay Answers - read instructions carefully)

### Writing Tips

1. Draft responses for the required OSAC Personal Statements in a Microsoft Word (or similar program) document, use spell check, and have someone proofread them. Be sure to use spaces instead of tabs. Then cut and paste into the eApp.
2. Use correct grammar, punctuation, and spelling – avoid slang.
3. Let your Personal Statements tell your story. Show the "unique" you.
4. Do not summarize your Activities Chart when writing your Personal Statements.
5. Your Personal Statements should not exceed 1000 characters including spaces (approximately 150-170 words). The eApp will truncate your Personal Statements if it exceeds this limit.

### Four Required Personal Statements

1. Explain your career aspirations and your educational plan to meet these goals.
2. Describe a challenge or obstacle you faced in the last ten years. What did you learn about yourself from this experience?
3. Describe a personal accomplishment and the strengths and skills you used to achieve it.
4. Explain how you have helped your family or made your community a better place to live. Please provide specific examples.

## 16 Submitting Transcripts

Options for submitting your transcripts to OSAC:

### 1. Your High School Uploads/Transmits Your Transcript:

You can have your high school upload your transcript through OSAC's "High School Transcript Upload" website. Click on the "Request HS Upload" button in the eApp to complete a form to give to your Registrar or the person who processes transcript requests. If your school is unable to submit your transcript, use one of the options below.

### 2. Scan and upload:

You can scan transcripts at a local copy center. If your transcript is more than one page, request that it be scanned into one file. You will need to provide a USB flash drive or disk to save your document.

### 3. Can't upload or have school upload/transmit:

If you cannot upload your transcript into the eApp, you must enter the reason why, and then staple the eApp-generated cover sheet along with the transcript to OSAC. These must be received in the OSAC office by the March 1 deadline.

### For Uploading Transcripts:

Browse your computer to upload your file, then click on 'Upload file' button **or** indicate the reason you can't upload and click on 'Can't Upload' button.

## 17 Application Submission

Do not click the "Submit" button on your eApp until you have:

1. Thoroughly reviewed your eApp. From the eApp home page, print a copy of your application and make sure it is correct and accurate.
2. Made corrections to your eApp. Once submitted, you will not be able to unlock your eApp to make corrections.
3. Confirmed that your transcripts and additional documents (if required) have been received.

When all corrections have been made, click the "Submit" button.

When you click the "Submit" button, your application will be automatically transmitted to OSAC and saved in the OSAC database. **This final submission date will be your official application date; be sure to complete this step before the deadline.**

## NEXT STEPS – Check Your Progress!

1. **Print a copy of your application.**
2. **Check the status of your 2010-11 application.** To verify whether OSAC received your application, log in to your e-Student Profile with your user name and password to check your application status. You will see the message "Review Pending," "Valid eApp Accepted," or "eApp Problem."
3. **If you see "eApp Problem,"** take action to correct it by the deadline indicated in your status message.
4. **Keep logging back in to eApp at least weekly** to check the status of OSAC's processing of your application and to view OSAC alerts.
5. **Complete the update form in your e-Student Profile to notify OSAC of any changes** to your current address, phone numbers, e-mail address, college major, and college choice.

6. **If you filed the FAFSA, check your Student Aid Report (SAR).** Make sure it has no reject codes. If it does, make corrections to your FAFSA as soon as possible.
7. **If you are not selected, apply next year (if eligible).** If you apply for the Ford Sons & Daughters Program again next year, you can use your current application to refresh or update your application. To apply, just use your eApp user name and password from this year and follow the instructions for refreshing or updating your current application.

If you forget your eApp user name and password, go to the [www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html) and click the "Forgot User Name or Password" button.



## Early Bird Review!

Apply online by Tuesday, Feb. 16 and receive an early review of your eApp.

OSAC begins reviewing submitted applications on Jan. 19. If your application contains errors, you will have time to submit corrections.

Error-free applications qualify for a chance to win a \$500 Early Bird Scholarship!

**[www.GetCollegeFunds.org/ford\\_sd.html](http://www.GetCollegeFunds.org/ford_sd.html)**



Scholarship Office  
440 East Broadway, Suite 200  
Eugene, OR 97401

Office Hours:  
Monday through Friday 8 a.m. - 5 p.m.  
Toll free (877) 864-2872  
E-mail [fordscholarships@tfff.org](mailto:fordscholarships@tfff.org)