



Memorandum

DATE: January 31, 2019

TO: All OTA Members

FROM: Joyce Nelsen / Roome Telecommunications Inc.
President, OTA Scholarship Foundation

SUBJECT: 2019 OTA Scholarship Application Process

The OTA Scholarship Foundation is again making scholarship funds available to encourage and assist employees of OTA member companies and their families to pursue higher education and training opportunities. Typically, four to five scholarships are awarded each year.

In addition, the Foundation is proud to offer the Diana Coleman Memorial Scholarship to honor a long-time board member, supporter and friend of the Foundation. An additional award, in an amount to be determined, will be awarded from the applications submitted.

To be eligible for an award, the applicant must be a full-time or regular part-time employee, or an eligible relative of someone who is a full-time or regular part-time employee, of a company that is a member of the Oregon Telecommunications Association. Eligible relative may include spouse, son/daughter, step-son/step-daughter, sister/brother, parent or grandson/granddaughter. An applicant is eligible to receive an OTA scholarship a maximum of two times. Be sure to review page one of the application form for additional qualifications.

Enclosed is a copy of the scholarship application packet. The application has been revised for 2019, so be sure to read through in its entirety. Please post this material in your employees' work areas, and make additional copies of the application available to your employees as necessary. Please be sure to post the entire application packet, including the first page with all the instructions. **Copies of these materials are also available on the OTA website (www.ota-telecom.org).** The application form on the website is a pdf document. After completing the application form, it must then be printed, signatures obtained where noted, and submitted together with all supporting documentation required including letters of reference.

Application packets must be received by the OTA Office no later than 5:00 pm on Friday, March 29, 2019. Completed packets can either be hand-delivered, mailed, emailed or faxed to the OTA Office. A postmark of March 29, 2019 will be acceptable for an envelope received after the deadline. Incomplete or late applications will not be considered for a scholarship award.

Any questions should be directed to the OTA Office at 503.581.7430. Thank you for your assistance in distributing this information to your employees.



Oregon Telecommunications Association Scholarship Foundation

2019 Scholarship Application

QUALIFICATIONS

Applicant must be a full-time or regular part-time employee, or an eligible relative of someone who is a full-time or regular part-time employee, of a company that is a member of the Oregon Telecommunications Association. Eligible relative includes spouse, son/daughter, step-son/step-daughter, sister/brother, parent or grandson/granddaughter. An applicant is eligible to receive an OTA scholarship a maximum of two times.

The applicant must also:

- Be currently enrolled or applying for admission to an undergraduate or graduate program in an accredited community college, four-year college or university, or vocational technical school.
- Use the scholarship in the 2019-2020 academic year.
- Be recommended by a sponsor who is a full-time or regular part-time employee of a company that is a member of the Oregon Telecommunications Association.
- Provide at least two letters of recommendation from individuals other than family members. These letters must be dated within six months of the application filing deadline and must include the signature of the person writing the letter. Emails that meet the criteria are acceptable.
- Provide legible copies of all high school and college or technical school transcripts. If not provided, please include explanation.
- Student must maintain a 2.5 or greater institutional GPA on a 4.0 scale. Recipients of the Diana Coleman Memorial Scholarship Award are exempt from this requirement.
- Submit all information requested on the application form.
- Be certain to sign and date your completed application (Section I; page 3).
- Be certain to secure signed verification that the sponsor meets the employment requirements (Section II; page 3).

All required application-related materials, including dated and signed letters of reference, must be received by the application deadline for the application to be considered.

Incomplete or late applications will not be considered for a scholarship award.

JUDGING WILL BE BASED ON THE FOLLOWING CRITERIA:

30 points	Academics
25 points	Education and Career Goals
20 points	School Activities / Contribution to Community
25 points	Personal Statement

FILING DEADLINE: 5:00 p.m. Friday – March 29, 2019

RETURN COMPLETED APPLICATION TO:

OTA Scholarship Foundation
Oregon Telecommunications Association
777 13th Street SE - Suite 120
Salem, OR 97301-4038
503.581.7430 / FAX 503.581.7457
Email: Susan Allen / sallen@ota-telecom.org

APPLICATION PROCESS

1. Complete Sections I through VI; attach additional sheets as required.
2. Be certain to sign your completed application (Section I).
3. Have your employee sponsor complete and sign (top part of Section II). Have the employee sponsor's employment status verified by the company (bottom of Section II).
4. Completed applications and all supporting documentation must be received in the OTA office not later than 5:00 p.m. on Friday – March 29, 2019. A postmark of March 29, 2019 is acceptable if the envelope arrives after the deadline. Applications can either be hand-delivered, mailed, emailed or faxed.

Incomplete or late applications will not be considered for a scholarship award.

Please note: We also ask that each applicant provide a current photo of him or herself, preferably digital. If applicant is selected to receive a scholarship, their photo will be included in an informational brochure promoting the Scholarship Foundation to be handed out at this year's annual conference. Digital photos should be emailed to Susan Allen at sallen@ota-telecom.org.

A copy of the application form is available on the OTA website at www.ota-telecom.org. After completing the application form on-line, you must then print it off, obtain signatures where noted and submit together with all supporting documentation required including dated and signed letters of reference.

APPLICATION FOR OTA SCHOLARSHIP

Have you previously been a recipient of an OTA Scholarship award? Yes No

If yes, when [year]

I. APPLICANT

a. Name

b. Address

c. Phone

d. Email address

Applicant Signature _____ Date _____

II. EMPLOYEE SPONSOR INFORMATION

a. Employee Name

b. Relationship to Applicant

c. OTA Member Company Name

d. Address

e. Business Telephone

f. Home Telephone

Sponsor Signature _____ Date _____

Employment Verification: I verify that the above-named employee sponsor meets the employment qualifications on page one. (The company representative whose signature appears below cannot be the sponsor or the applicant).

Name

Title

Signature _____ Date _____

III. SCHOLASTIC ACHIEVEMENT

a. School presently attending

b. High School attended

c. Name and address of the school you plan to attend

Have you been accepted to the school?

Proposed major

Will you be a full time or part-time student

d. Provide at least two letters of recommendation from individuals other than family members. These letters must be dated within six months of the application filing deadline and must include the signature of the person writing the letter. Emails that meet the criteria are acceptable.

IV. EDUCATION AND CAREER GOALS [attach separate sheets]

- a. List and explain your education goals.
- b. List and explain your career goals.

V. SCHOOL ACTIVITIES / CONTRIBUTION TO COMMUNITY [attach separate sheet]

- a. Describe your participation in school activities, including leadership positions, and awards and honors received.
- b. Describe your participation in community activities.
- c. Describe your work history (paid and unpaid).

VI. PERSONAL STATEMENT [attach separate sheet] If you have previously applied for our scholarship, it is recommended that you update your statement.

- a. Prepare a brief statement about yourself in such a way that your writing will help the Selection Committee to know and understand you better as a person.