Open .pdf application in Adobe Acrobat:


Click on the lavender **<u>Fill & Sign</u>** button.


This opens the document and a task bar at the top of the document with the following symbols:


      "Ab"    "X"     "check mark"            "oval"          "period"          "calligraphy pen" sign


If you click on the "Ab" you can then click in the document where ever you want to type and begin typing.

When you click where you want to begin typing, there will be a blue box with a small capital "A" and a big capital "A".

     Click on the small "A" to make your font smaller OR on the big "A" to make your font bigger.

Also in the blue box there is a symbol of 3 boxes and a symbol of a trash can.


APPLICATION HAS MORE THAN 1 PAGE.   At the bottom of the screen there is a down arrow and an up arrow.  Press either the down arrow or the up arrow to move from page to page.


APPLICATION REQUIRES A SIGNATURE.   Click on the calligraphy pen symbol in the task bar at the top of the application and store a typed "signature" (click on "Change Style" and chose from 4 different styles), write your own unique signature or upload an image of your signature.


When done filling out the application, save and print a copy to submit.

**Application for Grant**

## Floyd J. Reinhart Memorial Scholarship Foundation

**C/O – Trustco Bank**
**3 Sarnowski Drive**
**Glenville, NY 12302**
**(518) 381-3644**

**Name:** _____   **S.S. No.**_____

**Address:** _____   **Tel. No.**_____

_____   **Age:**   _____

**High School:** _____

**Extra-curricular Activities:** _____

**Student's Gross Earnings:** _____

**Choice of Career:** _____

**Name of College Chosen:** _____

**Your Estimated Annual College Expenses:**

|  |  |
|---|---|
| **Tuition and Fees** | $_____ |
| **Books and Materials** | $_____ |
| **Room and Board** | $_____ |
| **Transportation** | $_____ |
| **Miscellaneous** | $_____ |
| **Total Estimate** | $ |
|  | ================ |

**Father's Occupation and Employer:** _____

**Mother's Occupation and Employer:** _____

**Parents' Adjusted Gross Income per most recent Federal Income Tax Return:** _____

**Number of People in the Family:** _____ **Number Attending College:** _____

**Are you receiving any other financial aid? (yes or no)** _____

**If _yes_, name source and amount:** _____

_____

**Additional pertinent data and any special circumstances – Attach additional sheet(s) if necessary.**

**Important:  Application will be rejected, without notice, unless all above items are answered fully.**

Permission is hereby granted to the Foundation to review my high school and/or college records.  I understand that all information will be held in confidence.

Date: _____          _____
                                                                                          (Signature)

## Qualifications --- Criteria for Selection

Graduate of Canajoharie, Fort Plain or Oppenheim Ephratah-St. Johnsville High School

Scholastic Ranking ---Standing in Class

Standardized test scores

Involvement in community/school activities

Financial Need

Recommendation

## Procedure

Applicant must provide all requested information on application form.

The Guidance Office is to forward to the Foundation the completed application and have attached to each application the following:

> Two letters of recommendation from high school teachers
>
> Final grade transcript
>
> College acceptance letter

Each application in its entirety must be forwarded by July first.

Students will be notified by September first, and all grants will be paid to the college and the student jointly.

All information submitted with this application will be held in strict confidence.