

INSTRUCTIONS TO APPLICANTS:

All inquiries, completed applications and general correspondence should be mailed to **GEORGE DUFFY FOUNDATION**, P.O. BOX 447, Palatine Bridge, NY 13428.

INFORMATION, APPLICATION FORMS AND INSTRUCTIONS:

May be received by writing the *FOUNDATION*, at the above address or from the Guidance Departments of the high schools at Canajoharie, Fort Plain and Oppenheim-Ephratah-St. Johnsville.

RESIDENCY REQUIREMENTS:

- A. **New applicants must be either seniors or graduates of one of the above mentioned central schools.** (District residency alone shall not qualify an applicant.)
- B. Renewal applicants (those who have received awards in prior years) who qualify in all other respects, may be residents of other areas.

COURSE OF STUDY:

Only applicants planning to pursue (or in the case of renewals, actually following) studies in some branch of the medical or health related field at a college or university located in the United States will be considered.

SCHOLASTIC REQUIREMENTS:

- A. Awards are made (for **undergraduate study only**) in recognition of learning accomplishment and satisfactory academic standing. Each applicant's school record, as indicated on the **official transcript**, is carefully reviewed.
- B. **Awards are not made to applicants whose scholastic records are only fair or below average.** Applicants are expected to present a record which evidences continual effort and achievement in their selected and required studies.

AWARD POLICY:

- A. Awards are complimentary – a gift and not student loans. It is expected that applicants will defray, in some part, their own educational expenses; thus the space for financial information on the application form where applicants must indicate their efforts accordingly.
- B. Award amounts may change from year to year depending on total monies available and the number of deserving applicants. Awards are only for undergraduate study.

ANNUAL APPLICATION REQUIREMENTS:

Awards are made for only one (1) academic year at a time and are not renewed automatically. Applicants **must submit a new application for each successive year.**

APPLICATION PACKAGE CONTENTS:

- A. The application form, completely filled in.
- B. New applicants must submit two (2) letters of recommendation.
- C. **Official school transcript.**
- D. In case of new applicants, or those changing institutions, there must also be included a copy of the acceptance letter from the applicant's new school or a copy of his or her application to that school.

APPLICATION AND AWARD SCHEDULE:

- A. Application and instruction forms available – March 1.
- B. **Receipt of application package** – *VERY IMPORTANT* – **JULY 15**.
- C. Review of all completed application packages – June and July.
- D. Awardees notified by mail – August 1.
- E. **Award checks mailed to school – August 15**. (Copy of award transmittal letter also sent to awardee).

APPLICATION PACKAGE SUBMITTAL PROCEDURE:

Completed application form, letters of recommendation, and transcripts must be submitted together at one time. Each applicant is personally responsible for making sure all items are received before mailing. Applicants should follow up on letters of recommendation and be sure they have them before mailing the application, accompanied by the letters, as well as the transcripts. Application forms which are incomplete, or not satisfactory will be returned for correction. This could result in a missed deadline.

APPLICATION FORM:

- A. These must be completely filled out. All requested information must be supplied.
- B. It is important to have a home address even if the school address is used for mailing.
- C. “Statement by Applicant” shall indicate specific course of study along with long-term vocational interest and career objectives. The statement should consist of not just one sentence, but several sentences making up at least one paragraph. Any other information the applicant wishes to present may be included.

LETTERS OF RECOMMENDATION: Two (2) are required (for new applicants – not if renewing).

A. One from an academic source, teacher, principal, guidance counselor, instructor, professor, dean, etc. and should be concerned primarily with the applicants learning attitude, scholastic accomplishments, and potential for success in his or her chosen field.

B. One should be from a non-academic source, employer, minister, neighbor, businessman, etc. and should concern itself primarily with the applicant’s life, attitudes and accomplishments in the non-academic world; his character, personality traits, etc., as observed in home life, work or community. This should be from someone who has known the applicant personally over a period of time.

OFFICIAL SCHOOL TRANSCRIPT(S)

(Not a copy of grades):

- A. In all cases these must include courses and grades of the Spring term/semester. Thus, they **cannot be submitted until the Spring term has ended**. Since the time span between the completion of exams and grade determination and the July 15th deadline may be short, the applicant is warned to personally follow.

*DONATIONS LARGE AND SMALL TO CARRY OUT THE WORK OF THE FOUNDATION ARE GRATEFULLY ACCEPTED. ALL DONATIONS ARE **TAX DEDUCTIBLE TO THE EXTENT PROVIDED BY LAW**.*

Course of Study _____ Last Name _____

New Applicant _____

Renewal _____

Application for Achievement Award, School Year 20 ____

GEORGE DUFFY FOUNDATION

P.O. Box 447, Palatine Bridge, New York 13428

Instructions: See Detailed Instructions accompanying this Application Form for full particulars.

All parts of APPLICATION PACKAGE must be received by JULY 15. PRINT all information unless indicated otherwise. Send directly to Foundation at address shown above. Awards on an annual basis only.

RESIDENCY must be in accordance with requirements indicated on Detailed Instructions. Course of Study must be in MEDICAL or ALLIED FIELDS. Letters of Recommendation and school transcript(s) required per detailed Instructions.

Applicant's Full Name _____

Home Address _____ Telephone # _____

Mailing Address is different _____ Telephone # _____

And to be used _____

FINANCIAL ESTIMATE FOR FULL SCHOOL YEAR

- | | |
|-----------------------------|---------------|
| 1. Tuition and fees..... | \$ _____ |
| 2. Books and materials..... | \$ _____ |
| 3. Room..... | \$ _____ |
| 4. Board..... | \$ _____ |
| 5. Transportation..... | \$ _____ |
| 6. Personal Expenses..... | \$ _____ |
| 7. Miscellaneous..... | \$ _____ |
| | Total\$ _____ |

Indicate other financial assistance or relative information such as known scholarships,
application of personal savings, part-time and summer jobs etc.:

NOTE: The Foundation does not expect to award any applicant the entire expense estimated, but only that portion which its resources, in comparison with requirements of all applicants permit or, in the opinion of the Trustees, is justified.

Applicant's Full Name _____

Institution and office therein to which award check should be mailed to your account.

Name: _____

Address: _____

Check year to be covered by this award:

_____ Freshman _____ Sophomore _____ Junior _____ Senior

Current extra-curricular activities:

Statement by Applicant

In applicant's own handwriting. Cover Course of Study, vocational objectives, goals, and other pertinent information. (See Detailed Instructions.)

I have read completely and understand the Detailed Instructions and being fully qualified hereby apply for an Achievement Award for the 20____ school year. I will personally make sure that all the required parts of my Application Package are submitted by JULY 15.

Applicant's Signature

Date

