



OHIO CREDIT  
UNION LEAGUE

October 2, 2009

**Dear Chapter Presidents:**

We are excited to kick off the annual scholarship program for the 2009 – 2010 school year. Thanks to the Ohio Credit Union Foundation, five \$2,500 scholarships will be awarded in April 2010.

The attached package contains information you will need for your program. **Copies of the two-page scholarship application should be sent to each credit union and school in your chapter.** Please do not use last year's forms, as the scholarship question will be incorrect.

Also included are sample letters, which *must be customized* with each chapter's information and printed on chapter letterhead. The first two paragraphs of the application *must also be customized*. The sample letters and application evaluation grid are just that, samples. You are welcome to develop your own letters and evaluation tools.

Each chapter must choose one applicant to submit for the state-level competition. Any application that is sent to the statewide competition **must** include a scholarship question essay or video entry to be eligible. The timeline for this program is also in the packet. The Foundation will award the scholarships in April 2010.

Please contact me at (800) 486-2917, ext 227, with any questions. I am looking forward to this year's scholarship essays, and awarding the five scholarships to deserving students. Good luck to all of your entrants.

Sincerely,

Laura Busque, CUDE  
Outreach Manager

Enclosures

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## **2010 Ohio Credit Union Scholarship Program**

### ***Packet Contents***

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In this packet, you will find the following:

Sample letter from the chapter (must be customized for each chapter) to all credit union CEOs in your area, explaining the chapter's scholarship program and how credit unions can participate and promote it.

Sample letter to send to high schools, vocational schools, and non-public schools within the chapter, explaining the availability of the scholarship. This should be distributed with the scholarship application.

The 2010 scholarship application and question.

Sample letter to local TV/radio stations explaining the scholarship, and three sample public service announcements for stations to use to make the information available to consumers.

Sample of a Name/Photo/Video/Print Release Agreement.

Sample notification letter for those applicants not selected for the scholarship.

Promotional poster to be distributed to credit unions and high schools.

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## **2010 Ohio Credit Union Scholarship Program**

### ***2009-2010 Timetable***

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***By October 30, 2009...***

Distribute posters, applications, and public service announcements to credit unions, schools, TV, and radio stations.

***By February 12, 2010...***

Make sure all completed applications are returned to you.

***By March 12, 2010...***

Chapter Scholarship Committee reviews all applications and chooses a winner. The winner's information and application should be **submitted to the Foundation at 10 West Broad St., Suite 1100, Columbus, OH 43215**, Attn: Laura Busque, for the state competition. (Please delete the winner's Social Security number before submitting the application.) The applicant's information must be received by March 12, 2010.

***By March 15, 2010...***

Each applicant should receive notification from the chapter as to whether they won the chapter scholarship(s).

***By April 9, 2010...***

The five statewide winners will be announced.

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## **2010 Ohio Credit Union Scholarship Program**

### **Sample Letter to Your Chapter's Credit Union CEOs**

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**(Print the letter onto your chapter letterhead)**

**Date**

**Dear Credit Union CEO,**

The (insert chapter name) Chapter of Credit Unions is proud to announce it will be awarding (insert number of scholarships available) (insert monetary amount of scholarship) scholarship(s) to students in our chapter area. To qualify for the scholarship, an applicant must be at least a high school senior, and in pursuit of post-secondary education of any kind, including professional, vocational, and academic studies not limited to colleges and universities.

Enclosed are the application and promotional poster for the 2010 Ohio Credit Union Scholarship Program. We ask that you make these applications accessible to your members in your lobbies and on your web site.

The Chapter scholarship(s) will be awarded on (insert date chapter will award scholarship) with applications submitted to (insert chapter scholarship contact name and address) no later than (insert deadline date). Our chapter will submit the winner/applicant to the state-level scholarship program funded by the Ohio Credit Union Foundation. Details regarding the scholarship and its criteria can be found on the application.

Thank you for assisting in the marketing and promotion of the (insert chapter name) Chapter Scholarship(s). Please forward completed applications to (insert chapter scholarship coordinator) by (insert date no later than February 12, 2010).

Please feel free to call me at (insert phone number of contact person) with any questions.

Sincerely,

**Scholarship Committee Chair (or person responsible for execution of program)**

Enclosures

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# 2010 Ohio Credit Union Scholarship Program

## *Finding Area High Schools*

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To obtain a list of high schools located in the counties within your chapter, visit the Ohio Department of Education's Web site at [www.ode.state.oh.us](http://www.ode.state.oh.us). Then follow these steps:

1. Click on "Data" from the menu across the top.
2. Select "Ohio Education Directory System" from the menu at left.
3. Select "Ohio Educational Director System (OEDS-R), ODE Interactive and OEDS Reports (ODES)."
4. Select "ODE Interactive: Extract Ohio Educational Information"
5. Select the following options as indicated:

Select one of the following:

School Districts

School Buildings

**District Types to be included (If Districts or Buildings) - Must be selected**

Cities

Exempted Villages

Locals

Educational Service Centers

Community School Districts

Joint Vocationals

Special (MRDD, DYS, State Supp, etc.)

Nonpublic Districts

All

**County?** Pick your counties. You will need to do a separate report on each county.

**School Types to be included (If Buildings) - Or select grades below**

High Schools

Junior High Schools

Middle Schools

Elementary Schools

Adult Schools

Vocational Schools

Special Schools

Nonpublic Schools

**School Grades to be included (If Buildings) - Or select types above**

Preschool  
 Kdg  1  2  3  4  5  6  7  8  9  10  11  12

Enter field deli meter:  (Enter 'T', if you want the data tab delimited)

Check this box to enclose variables in double quotes:

**Select one of the following sort sequence:**

- District or Building IRN
- District or Building Name
- County, District or Building Name
- County, District or Building Type, District or Building Name
- District Superintendent's or Building Principal's Name
- District Treasurer's Name
- District or Building Zip Code

1. Hit Extract
2. Save Report as a .txt File
3. Open Excel
4. Open an Excel Sheet
5. Go to Data
6. Use Import External Data
7. Use Import Data
8. Find the .txt file you saved and Import it by hitting Enter
9. The Excel Import Wizard will appear
10. Just hit Next on Page One, Next on Page Two and Finish on Page Three
11. Then hit OK

The data will be displayed in an Excel sheet in columns to help you read it better. You can also import the data to label sheets to help in mailing.

## *Sample Letter to High Schools*

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**Date**

**Dear Educator:**

The (insert chapter name) Chapter of Credit Unions is proud to announce its 2010 scholarship program. The (Insert chapter name) Chapter of Credit Unions will award (insert number of scholarships available) scholarship(s), in the amount of (insert monetary amount). All area high school instructors, principals, and guidance counselors are asked to make their seniors who are considering post-secondary endeavors aware of this opportunity. Please encourage your seniors to apply.

To qualify, an applicant must be at least a senior in high school and plan to participate in post-secondary studies, including professional, vocational, and academic studies not limited to colleges and universities.

An application and promotional poster are enclosed. Please make as many copies of the application as necessary for your students and leave them in an easily accessible location, such as the library or guidance office.

Student applications must be completed and submitted to (insert chapter's scholarship contact name and address) for consideration no later than February 12, 2010. The recipient(s) will be announced and the scholarship(s) awarded on (insert date). One application will be submitted to the statewide competition funded by the Ohio Credit Union Foundation, which will award five \$2,500 scholarships.

Thank you for your assistance with this worthwhile scholarship program. If further details are required, please feel free to contact (insert chapter's scholarship contact name) at (insert phone number). Again, thank you for your support.

Sincerely,

**Scholarship contact name**  
**(Insert chapter name) Chapter of the Ohio Credit Union League**  
**Scholarship Committee**

Enclosures

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# 2010 Ohio Credit Union Scholarship Program

## *Scholarship Application (page 1)*

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**(Insert chapter name) Chapter of the Ohio Credit Union League Scholarship Application**

Your local credit unions are offering to help with your post-secondary education. There will be (insert number) scholarship(s) awarded for (insert monetary amount) each. If you are chosen to receive a scholarship from the \_\_\_\_\_ Chapter, your application may be chosen to participate in the statewide scholarship program sponsored by the Ohio Credit Union Foundation, which awards five \$2,500 scholarships.

Please return your completed application to your guidance counselor or (insert name and address of chapter scholarship contact) by **February 12, 2010**. This form may be reproduced on a computer.

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Birth date \_\_\_\_\_

High school/college you attend \_\_\_\_\_

High school counselor (if applicable) \_\_\_\_\_

Counselor's phone # (if applicable) \_\_\_\_\_

Signature of Parent or Legal Guardian is required for applicants under age 18:

Parent/Legal Guardian Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

**Video Entries Only:**

I hereby state that any music and lyrics used in my video scholarship entry is proprietary or in the public domain or I have written permission from the artist and song writer. Failing to provide proper documentation of permission to use such materials will result in my entry being disqualified from 2010 Ohio Credit Union Scholarship Program.

Applicant Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

*Application continued on page 2*



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**2010 Ohio Credit Union Scholarship Program**  
***Name/Photo/Video/Print Release Agreement***

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The undersigned hereby irrevocably consents to and authorizes the use and reproduction by the Ohio Credit Union Foundation (“OCUF”) and its agents or anyone else authorized by OCUF the right to use any and all photographs or other types of images, voice recordings and/or video or writings that you have taken or recorded or that OCUF has taken or recorded, with or without my name, for any purpose, whatsoever, including but not limited to, purpose of publicity, advertising, banners, illustration, posters, publications, writings and web content, in connection with OCUF in print or electronically. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photographs, writings, etc.

I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on the behalf of my estate release OCUF and its officers, directors, employees, and agents from all actions, losses, costs, judgments, and expenses including, but not limited to, reasonable attorney fees arising out of or in connection with the use of my writings, testimonial, and/or likeness authorized herein.

I understand and agree that these materials will become the property of OCUF and will not be returned.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

Legal Guardian or Parent if a Minor (under age 18)

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

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# **2010 Ohio Credit Union Scholarship Program**

## *Sample Letter to Public Service Coordinator*

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**(Print this on credit union or chapter letterhead)**

**Date**

**(Insert chapter name) Chapter of the Ohio Credit Union League**

Dear Public Service Director:

The (insert chapter name) of Credit Unions, an association of credit unions in our area, is proud to announce it will be awarding (insert number and amount of scholarship(s)) to a student(s) in the chapter's area. To qualify for the scholarship, an applicant must be at least a senior in high school, and in pursuit of post-secondary studies of any kind. In addition to colleges and universities, this scholarship may also be used for trade, vocational, or professional classes.

Enclosed are three public service announcements. We ask that your station make this information available to all your viewers and listeners. The deadline for applications is February 12, 2010. Please choose the PSA that most closely fits your target audience. We hope that you will consider making this announcement several times between now and then.

Thank you for your assistance in promoting the (insert chapter name) Chapter Scholarship Program. If you have any questions, please call (insert scholarship contact name) at (insert phone number).

Sincerely,

**Scholarship contact name**

**(Insert chapter name) Chapter of the Ohio Credit Union League  
Scholarship Committee**

Enclosures

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# 2010 Ohio Credit Union Scholarship Program

## *Sample Public Service Announcement*

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### **Public Service Announcement** **(Chapter name), Ohio Credit Union League**

#### **Option 1:**

Are you looking for ways to combat the high costs of college? Your local credit unions can help you take a bite out of rising tuition costs. Apply today for a (insert monetary amount) scholarship that you can use for expenses related to any post-secondary learning. For more information, contact (insert chapter scholarship contact name): (insert address/phone) or [www.ohiocreditunions.org](http://www.ohiocreditunions.org).

#### **Option 2:**

Your local credit unions are offering a (insert amount) scholarship which may be used for higher education costs. For more information and an application, please respond to (insert name/address/phone) or visit (web site).

#### **Option 3:**

Your local credit unions want to make learning easier. [insert number] scholarships worth (insert amount) will be awarded to local students looking to ease the cost of higher education. For more information and an application, contact (insert name/address/phone) or visit (web site).

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# **2010 Ohio Credit Union Scholarship Program**

## *Sample Letter to a Non-winner/Winner*

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**Date**

**(Insert chapter name) Chapter of the Ohio Credit Union League  
(Print on credit union or chapter letterhead)**

**Dear Scholarship Applicant,**

Thank you for applying for the scholarship sponsored by the [Chapter name] of Credit Unions. We appreciate your interest and your views on the Credit Union Movement.

There were many excellent applications submitted, and the final decision was difficult. We regret to inform you that your application and essay was not chosen. [We are pleased to inform you that your application has been selected as the 2010 (insert chapter name) Chapter Scholarship.]

If you are a member of a credit union, we hope you will continue to look to your credit union for all of your financial needs. If you are not currently a member, we invite you to visit [www.findacreditunion.com](http://www.findacreditunion.com) or call 800-486-2917 to find a credit union near you!

Thank you for your application. We wish you much success in your educational endeavors. (Include information on how they will receive their scholarship funds, if they are the winner.)

Sincerely,

**Scholarship contact name  
(Insert chapter name) Chapter of the Ohio Credit Union League  
Scholarship Committee**

Enclosures