

THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION
APPLICATION FOR COLLEGE SCHOLARSHIP (2024 GRADUATES)

1. Name _____
2. Date of Birth _____
3. Permanent/Personal Email (that is checked regularly) _____
4. Mailing Address _____
City/State/Zip _____
5. Physical Address (if different) _____
City/State/Zip _____
6. Home Telephone Number _____
7. Cell Telephone Number _____
8. School Presently Attending _____
9. Please list the university or college(s) that you have applied to or intend to apply to for admission in 2024:
First Choice _____
Second Choice _____
Third Choice _____
10. What is your intended major or course of study? _____
11. On a separate, typed 8 ½” x 11” sheet, please list and describe the following information (as applicable) in the following order:
 - a. School activities (sports, clubs, offices, awards and other extra-curricular activities)
 - b. Community activities with which you have been involved
 - c. Employment history
 - d. Noteworthy service to school or family

Please do not submit more than one 8 ½ x 11 page for this requirement.

NOTE: YOUR COMPLETED APPLICATION MUST BE RECEIVED BY THE FOUNDATION NO LATER THAN FEBRUARY 1, 2024, EITHER BY EMAIL OR IN HARD COPY - SEE BELOW FOR EMAIL AND MAILING ADDRESSES

12. Additional items to be included with this application:
- a. Official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2024
 - b. Two letters of recommendation, one school-based and one non-school based
 - c. Narrative essay
 - d. Refer to the Robert and Joyce Oberkotter Family Foundation College Scholarship Criteria/Requirements for specific requirements regarding the letters of recommendation and narrative essay

Application materials may be submitted in one of two ways:

1. Via email to oberkotterfamilyfoun@devinemillimet.com; or
2. In hard copy mailed to:

**Oberkotter Family Foundation
c/o Anu R. Mullikin, Director
Devine Millimet and Branch
111 Amherst Street
Manchester, NH 03101**

Please note that incomplete or late applications will not be considered. All application materials must be emailed or mailed together. Please do not send multiple emails or mailings with various pieces of your application materials enclosed. We will not collate those materials for you, and your application will be automatically rejected.

All scholarship submissions must be received no later than February 1, 2024. You will not receive any confirmation from the Foundation that your applications materials have been received. If you are emailing your application materials, please request a read receipt, or if you are mailing your application materials, please use a mailing service which will provide you with confirmation of delivery and date of receipt.

You will be notified of our decision by April 30, 2024 only by email. The email will come from oberkotterfamilyfoun@devinemillimet.com. Please add this email address to your contacts and check your spam filter regularly beginning on April 1, 2024.

Please refer to the Robert and Joyce Oberkotter Family Foundation College Scholarship Criteria/Requirements included below for detailed and specific requirements for the timely submission of all application materials.

Questions regarding this scholarship should be directed to your high school guidance/college counselor or you may email your questions to inquiries@oberkotterfamilyfoundation.org. You can also find more information on our website at www.oberkotterfamilyfoundation.com.

THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION
COLLEGE SCHOLARSHIP CRITERIA/REQUIREMENTS

1. The Scholarship Award

The Foundation intends to award scholarships in the amount of \$3,500 each to one or more students from each of the eligible high schools listed below based on the quality of the applications. This scholarship is not based on financial need, nor is it based primarily on academic merit. **Applicants who are awarded scholarships in the spring of 2024 will be eligible to reapply for further scholarship funding for every year that they are enrolled in college and/or graduate or professional school.**

Scholarship applicants and their high schools will be notified about scholarship award decisions in late April, 2024. Please do not contact the Foundation regarding the status of your application unless you have not received a letter from the Foundation by April 30, 2024. The Foundation may send these letters by mail or email.

Most of the information requested by the Foundation is information you have already gathered for your college applications. We strongly encourage all seniors attending an eligible high school to submit an application.

2. Eligible High Schools

Full-time high school seniors in good standing, attending or eligible to attend **(i)** The Block Island School (RI) **(ii)** Claremont Christian Academy (NH) **(iii)** Fall Mountain Regional High School **(iv)** Hanover High School (NH) **(v)** Hartford High School (VT) **(vi)** Kearsarge Regional High School (NH) **(vii)** Kimball Union Academy (NH) **(viii)** Lebanon High School (NH) **(ix)** Mascoma Valley Regional High School (NH) **(x)** Mid-Vermont Christian School (VT) **(xi)** Mount Royal Academy (NH) **(xii)** Newport Middle High School (NH) **(xiii)** Proctor Academy (NH) **(xiv)** Springfield High School (VT) **(xv)** Stevens High School (NH) **(xvi)** Sunapee High School (NH) and **(xvii)** Windsor High School (VT) are eligible to apply.

Each applicant must be on track to graduate from high school by June 30, 2024 and to enroll in a post-secondary educational institution in the fall of 2024, and must provide a transcript or other official high school document evidencing anticipated graduation by June 30, 2024.

3. Criteria

Eligible applicants shall demonstrate two or more of the following:

- (a) Strong moral and ethical character;
- (b) Service to school, community and/or family;
- (c) Part-time work;
- (d) Extra-curricular activities; and/or
- (e) Sports participation.

4. Eligible Post-Secondary Institutions

Applicants must intend to enroll in an accredited college, university or similar post-secondary educational institution in the fall of 2024. If an applicant intends to take a gap year before enrolling in college, additional detail regarding the gap year program or activities must be provided with the application.

If an applicant intends to apply *only* to community college or trade, vocational or technical schools, or to similar schools or programs, the applicant should complete *only* the “Community College, Trade, Vocational and Technical School” Application for Scholarship. Please see your school guidance counselor to obtain these application materials, or you can download them from our website at www.oberkoterfamilyfoundation.com or email us to request them at inquiries@oberkoterfamilyfoundation.org. Please note that the email address is “.org” but the website is “.com” – this is not a typographical error.

If an applicant intends to apply to both four year colleges and universities and to community college or trade, vocational or technical schools, or similar schools or programs, then the applicant should submit **both** this Application for College Scholarship and the “Community College, Trade, Vocational and Technical School” Application for Scholarship. Please note that you may, but are not required to, use the same letters of recommendation for both applications, but you must write different narrative essays/statements based on the prompts provided in each application.

5. Application Components

(a) Application: Each applicant must complete the attached application in full. All applications must be typed. Handwritten submissions will not be considered.

(b) Letters of Recommendation: Each applicant will be required to submit **two (2)** letters of recommendation. **One** shall be from an educator in the high school that the applicant is presently attending or from an individual who supervises the applicant’s sports participation or an extra-curricular activity in school, and **one** shall be from a family friend, employer, pastor, outside activity advisor or leader, or other individual who is not involved with the applicant’s education, school sports or school extra-curricular activities, and is not employed in any capacity by the applicant’s high school.

Each letter of recommendation should

- be signed by the person providing the recommendation;
- include the name, address, email address and telephone number of the person providing the recommendation;
- describe the characteristics of the applicant that exemplify the eligibility criteria of the scholarship and provide one or more specific examples or anecdotes; and
- be included with the applicant’s submission.

Recommendations should not be sent separately or directly by the person providing the recommendation. Recommendations need not be in separate or sealed envelopes unless required by the recommender, but must be physically included in the envelope with the rest of the application. Recommendations received separately by the Foundation will be disregarded and the applicant's submission will be deemed incomplete.

Applicants should provide a copy of these specific recommendation requirements to the people providing the recommendations. The Foundation reserves the right to contact any or all of the individuals providing recommendations.

(c) Narrative Essay: Together with the completed application and the two letters of recommendation, each applicant shall submit a typed narrative essay on one of the topics listed below. **Please do not submit your common application essay or any institution's supplemental essay unless the essay specifically addresses one of the following topics.**

i. Pick a charitable organization or a local or community fundraising event that is meaningful to you or has had an impact on you personally, explain why and convince the Board to make a donation to the organization. (In past years, the Foundation has awarded \$1,000 grants to a number of organizations about which our applicants wrote compelling essays)

ii. Tell us something about you that may not be evident from your other application materials; examples: elaborate on your involvement in an extracurricular activity, employment or family; tell us about a personal situation; describe your goals and dreams; explain why this scholarship is meaningful to you; describe a travel or other experience in your life that speaks to who you are. Be creative – this is your opportunity to tell us more about you as a person.

Essays must be at least one full, typed, double-spaced page, using reasonable-sized font, and not more than two full, typed, double-spaced pages with one inch (1") margins, using 8.5" x 11" paper. Essays that do not meet the length guidelines will not be considered.

(d) Official School Transcript: Submit an official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2024.

6. Deadline for Submission

Applications must be **received** by the Foundation no later than **February 1, 2024**.

7. Application Procedures

Application materials may be submitted in one of two ways:

- Via email to oberkotterfamilyfoun@devinemillimet.com; or
- One hard copy with single sided pages mailed to:

Oberkotter Family Foundation
c/o Anu R. Mullikin, Director
Devine Millimet and Branch
111 Amherst Street
Manchester, NH 03101

All application materials must be emailed as a single pdf or mailed together in one envelope. Please do not send multiple emails, multiple email attachments or multiple mailings with various pieces of your application materials enclosed. We will not collate those materials for you, and your application will be automatically rejected. Please do not email your application to any other email address other than the one listed above.

You will not receive any confirmation from the Foundation that your application materials have been received. If you are emailing your application materials, please request a read receipt, or if you are mailing your application materials, please use a mailing service which will provide you with confirmation of delivery and date of receipt.

Emailed submissions that are not in the Foundation's inbox by 11:59 pm on February 1, 2024, and mailed submissions received after February 1, 2024 will not be considered, regardless of the date the submission was emailed or mailed.

8. Notification of Decision

You will be notified of our decision by April 30, 2024 only by email. The email will come from oberkotterfamilyfoun@devinemillimet.com. Please add this email address to your contacts and check your spam filter regularly beginning on April 1, 2024.

9. Receipt of Scholarship Funds

Scholarship awards will be made by check mailed directly to the institution in which the recipient enrolls for the fall, 2024 term. Scholarship recipients will be required to provide a mailing address for the bursar's office of the college in which they are enrolling. **In the event that any scholarship recipient does not provide adequate evidence of enrollment for the fall 2024 term, or does not provide all of the required information for the school by the due date indicated in the scholarship award letter, the scholarship to that recipient may be revoked at the election of the Foundation.**

10. **Please carefully note the following:**

- Incomplete or late applications will not be considered.
- Be sure to provide current contact information in case the directors have any questions while reviewing your application; **please provide (i) a valid and regularly checked email address (not your high school email address which may be deactivated upon your graduation) and (ii) a regularly checked telephone/cell phone number with voice mail. If we need additional information, or if we need to communicate with you for any reason, we may choose to call or email, so we must have both a phone number and an email address.**
- Any inquiries or other correspondence regarding the scholarship or application procedures must come from the school guidance office or from the applicant only, not from the applicant's parents; all such inquiries should be directed to inquiries@oberkotterfamilyfoundation.org; please allow five (5) business days for your inquiry to be answered, and please follow up if you do not hear back within five (5) business days. Do not send any questions or inquiries to the oberkotterfamilyfoun@devinemillimet.com email address – this email address is to be used solely to submit application materials.
- For more information, go to our website at www.oberkotterfamilyfoundation.com.

PLEASE MAKE IT EASY FOR US TO CONSIDER YOUR APPLICATION ON ITS MERITS BY FOLLOWING THESE APPLICATION PROCEDURES PRECISELY.