

**THE ROBERT AND JOYCE OBERKOTTER FAMILY FOUNDATION
COMMUNITY COLLEGE, TRADE, VOCATIONAL AND TECHNICAL SCHOOL
APPLICATION FOR SCHOLARSHIP
(FOR HIGH SCHOOL STUDENTS GRADUATING IN 2024 AND
APPLICANTS WHO GRADUATED OR WOULD HAVE GRADUATED FROM
HIGH SCHOOL IN 2022 OR 2023 ONLY)**

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 **community college trade, vocational and technical school(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. Are you applying under a Dual Admission Program to lead to a four year college degree? (www.dualnh.com) _____
12. 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.

If you are also applying to four year colleges and universities, please also submit an Application for College Scholarship.

13. Additional items to be included with this application:
 - a. For high school seniors: Official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2024
 - b. For applicants who graduated from high school in 2022 or 2023, or obtained a New Hampshire High School Equivalency Certificate but would have graduated high school in 2022 or 2023, an official high school transcript through your final date of enrollment and a copy of the New Hampshire High School Equivalency Certificate
 - c. Two letters of recommendation, one school-based and one non-school based
 - d. Narrative Statement
 - e. Refer to the Robert and Joyce Oberkotter Family Foundation Community College, Trade, Vocational and Technical School Scholarship Criteria/Requirements that follow for specific requirements regarding the letters of recommendation and Narrative Statement

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 either email all application materials as a single pdf document or mail the application materials together in one envelope. Please do not send multiple emails, multiple email attachments or multiple mailings with various pieces of your application materials enclosed.

If you would like a decision on your application by April 30, 2024, your scholarship submission must be received no later than **February 1, 2024**. For all other applicants, the application deadline is **September 1, 2024**, and you will be notified of our decision by September 30, 2024. This is not a rolling application process. If your application is received after February 1, 2024 you will not receive a decision until September.

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. Our deadlines are date of receipt by the Foundation, either in our email inbox or in our mail, not postmark date.

You will be notified of our decision 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. If you are awarded a scholarship, the email will have additional instructions you will need to follow to allow us to send the scholarship check to your school.

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
COMMUNITY COLLEGE, TRADE VOCATIONAL AND TECHNICAL SCHOOL
SCHOLARSHIP CRITERIA/REQUIREMENTS**

A detailed explanation of the requirements follows on the next pages. This page contains a short-hand summary/checklist of the requirements.

1. Fill out our application
2. Prepare an extra page listing your high school sports and extracurricular activities, information about your employment, any community activities or service you have been involved in and anything else about you that you would like to share
3. Send a high school transcript and a New Hampshire High School Equivalency Certificate, if applicable
4. Answer the two questions included below in one or two paragraphs, each.
5. Send in two recommendations – one from someone at your high school (teacher, coach, advisor, extracurricular activity leader) and one from someone not related to your high school (family friend, employer, pastor, volunteer activity leader)
6. Send us #1 – 5 in either one email that has all the information in one pdf that is attached to your email (so we only have to click “print” once) or in one hard copy mailing in one envelope
7. If you want a decision by April 30, 2024, send in your application by **February 1, 2024**.
Otherwise, send in your application by **September 1, 2024**.
Any applications received after February 1 will be reviewed in September and you will be notified by September 30, 2024.
Applications must be received by us either in our email inbox or in our physical mailbox by the deadline.
8. **We want you to apply.** If you have any questions, please speak to your high school guidance counselor or contact us by email at inquiries@oberkotterfamilyfoundation.org.

SCHOLARSHIP CRITERIA/REQUIREMENTS

1. The Scholarship Award

The Foundation intends to award each scholarship recipient a scholarship of \$3,500. Awards may be granted 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 performance. Applicants who are awarded scholarships in 2024 will be eligible to reapply for further scholarship funding for every year that they are enrolled in post-secondary school, including a future four year college or university and graduate or professional school.

Scholarship applicants and their high schools will be notified about scholarship award decisions either in late April, 2024, for students whose applications were received by February 1, 2024, or in late September, 2024 for any applications received after February 1, 2024. The Foundation will send these letters via email only.

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) (xvii) Windsor High School (VT) (xviii) Hartford Area Career Technical Center (VT) (xix) River Valley Technical Center (VT) (xx) Sugar River Valley Regional Technical Center (Newport, NH) and (xxi) Sugar River Valley Technical Center (Claremont, NH) are eligible to apply.

Each applicant must (i) be on track to graduate from high school by June 30, 2024, or (ii) have graduated from high school in 2022 or 2023, or (iii) been scheduled to graduate in 2022 or 2023 and have obtained a New Hampshire High School Equivalency Certificate in lieu of a high school diploma.

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 for this scholarship must intend to enroll in an accredited community college, trade, technical or vocational school, or similar post-secondary educational institution in the fall of 2024. If an applicant who is a 2024 high school graduate 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 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 Community College, Trade, Vocational and Technical School Application for Scholarship and the Application for College Scholarship. Please note that you must write different narrative essays/statements based on the prompts provided in each application. You may, but are not required to, use the same letters of recommendation for both applications. Note: if you are planning to participate in the New Hampshire Dual Admission Program (www.dualnh.com), you only need to fill out this application – you do not need to fill out the Application for College Scholarship.

5. Application Components

(a) Application: Each applicant must complete the attached application in full. All applications must be typed.

(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 previously attended, or from an individual who supervises or supervised 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 such 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 if you choose to mail your application to the Foundation.

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 Statement: Together with the completed application and the two letters of recommendation, each applicant shall submit a typed narrative response **to each** of the following questions. Each response should be at least one full paragraph, and the entire Narrative Statement with all of the responses should be no more than one (1) full page.

- i. What do you plan to study and what job or career will this prepare you for?
- ii. What led you to choose this course of study and the future job or career?

(d) Official School Transcript: For current high school students, submit an official high school transcript or other official high school document evidencing anticipated graduation by June 30, 2024. For other applicants, please provide a transcript through your final date of high school enrollment and a copy of your New Hampshire High School Equivalency Certificate, if applicable.

6. Notification of Decision

If you would like a decision on your application by April 30, 2024, your scholarship submission must be received no later than **February 1, 2024**. For all other applicants, the application deadline is **September 1, 2024**, and you will be notified of our decision by September 30, 2024. This is not a rolling application process. If your application is received after February 1, 2024 you will not receive a decision until September.

You will be notified of our decision 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.

For scholarship recipients, included with this notification email will be a request for further information regarding your selected post-secondary school that we will need in order to ensure that your scholarship funds are mailed in a timely manner and to the appropriate post-secondary school and are properly credited to your student account.

7. 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 physical mailing address for the bursar's office of the college in which they are enrolling so that we can mail a physical check.

8. Please carefully note the following:

- Be sure to provide current contact information in case the directors have any questions while reviewing your application; **specifically, please provide the following:**
 - **(i) a valid and regularly checked email address (not your high school email address which may be deactivated upon your graduation).**
 - **(ii) a regularly checked telephone or 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 use email, so we must have both a phone number with a working voicemail box that can record messages and an email address.

- Any inquiries or other correspondence regarding the scholarship or application procedures 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.