

Instructions and Information



IUPUI
CENTER FOR SERVICE AND LEARNING
Office of Community Engagement

**Sam H. Jones Community
Service Scholarship Program**

Alternative Break Program Scholarship Application Academic Year 2017-2018

Welcome to the 2017-2018 Sam H. Jones Community Service Scholarship - Alternative Break Program Application! Thank you for your interest in our programs and we look forward to receiving your application!

Directions:

Please read the following information carefully, then click "Next" at the bottom of this page to begin the application. You will be directed on how to complete each section as you go.

Due April 3rd at 5:00pm

- If you wish to be considered for Alternative Break Co-Coordinator

Due April 7th at 5:00 pm

- If you wish to be considered for Alternative Break Trip Leader

The application will include the following requirements:

- *Personal Background Information*
- *Personal Essays/Responses*
 - You will be prompted to answer a set of common questions as well as separate specific questions for each program you apply.
- *Resume*
 - Only PDF acceptable. See instructions to upload your resume later in the application.
- *Recommendation form*
 - You will be prompted to give the name and email address of a faculty member, staff member, current or former employer, or community representative who is familiar with your leadership ability, civic engagement, and academic achievement. We respectfully request that you refrain from asking family members, peers, or any staff/supervisors directly involved in the selection process for a recommendation.

Your application will only be considered complete when ALL REQUIREMENTS are submitted. As long as your application is turned in by the date and time indicated above (even if we are still waiting for your recommendation), your application will be reviewed. However, we cannot consider the application complete until we have received your recommendation.

Once this portion of your application is complete and has been successfully submitted, you will receive an automatic email confirmation for your records.

If you do not receive an email with "Completed: SHJ Scholarship AB Application 2017-2018" in the subject line, then we have not received your application.

Important Notes for Completing Your Application:

We recommend that you review the PDF version of the application prior to completing the online form. Some students find it useful to compose the questions in a Word document before entering them into the application. The PDF version of the application can be found on the CSL website at: <http://go.iu.edu/samjones>.

With your individual application link, the application automatically saves your progress within as you go. If you have to exit before submitting, you will be able to pick up where you left off using the same link from your application request email.

Please try to use the same computer/browser as you work on the application, if possible.

Citizen Verification: Effective July 1, 2011, two Indiana state laws require that IUPUI collect verification of citizenship from every student who plans to attend. The legislation stipulates that students who are not lawfully residing in the United States are:

- ineligible for in-state tuition rates
- ineligible for scholarships, grants, assistantships or other aid funded through the university

For more information, please visit http://registrar.iupui.edu/citizenship_verification.html.

Please note: International students are eligible to apply.

Financial Aid Impact: Accepting this scholarship may impact any existing financial aid package you already have. Before accepting this award, you are responsible for contacting the Office of Student Financial Services (Campus Center 250, email finaid@iupui.edu or call (317) 274-4162 during regular business hours) to determine how this scholarship may affect your total financial aid award package.

For more information, go to <http://www.iupui.edu>

- I have read these statements. It is my obligation to determine if I'm eligible to receive a scholarship and how accepting a scholarship will affect my financial aid package.
-

Alternative Break Program Scholarships:

The Alternative Break Program offers two types of scholarships, each which have different roles and responsibilities. Please read over the scholarship descriptions and requirements for the two below:

Requirements for all Sam H. Jones Scholarships

- Each scholarship is for the entire academic year, but is renewable on a semester-to-semester basis
- Each program has regular required meetings
- Maintain a minimum GPA of 2.75
- During the year of scholarship award, enroll at IUPUI for at least the minimum number of credit hours per semester. Undergraduate: 9 hours; Graduate: 6 hours
- Complete a criminal history check, initiated through Center for Service and Learning
- Read and Complete the Sam H. Jones Scholarship Letter of Agreement (LOA), sent after acceptance

Alternative Break Trip Leader (ABTL):

Program Description: The goal of an Alternative Break Trip Leader at IUPUI is to be fully engaged in the planning and

implementation of a quality Alternative Break Trip. This experience is designed to promote continued learning for both the Leader and their trip participants while, at the same time, broadening individual leadership skills and perspectives. Leaders are responsible for all aspects of planning the alternative break trip, managing group process, and leading the trip participants through service, education, and reflection.

- Undergraduate and graduate students are eligible to apply
- Must have attended one IUPUI Alternative Break trip by April 1, 2017
- Approximate hours of service required: 4 hours per week

For more information: [click here](#)

Alternative Break Co-Coordinator (AB CoCo)

Program Description: The Alternative Break Co-Coordinator (AB CoCo) serves as student management team for the Alternative Breaks program. CoCos support recruitment, fundraising, marketing, and education efforts. They support and facilitate the ABTL scholars through the planning of their alternative break trips and act as a resource and mentor through effective communication, support, and regular check-in meetings. Finally, CoCos are responsible for planning a Fall Alternative Break with another Co-Coordinator and planning an Alternative Break on their own.

- Undergraduate and graduate students are eligible to apply
- Previous participation on an IUPUI Alternative Break is required
- Previous service as an AB Trip Leader is preferred, but not required
- Approximate hours of service required: 10 hours per week

For more information: [click here](#)

Sam H. Jones Community Service Scholarship Program Restrictions

Due to the time and responsibility commitment of each of our scholarship programs, we have created regulations on how many and which scholarships programs a student can be involved with during one academic year. The below table can be used to determine which scholarship(s) students can hold simultaneously.

A student who receives the following scholarship...	Avg Hours per Week	may receive ONLY one more SHJ scholarship from the below list:
Alternative Break Trip Leader (ABTL)	4	Family, School, & Neighborhood Scholar (FSN) Community Service Scholar (CSS) Fugate Scholar ServiceCorps
Alternative Break Co-Coordinator (AB CoCo)	10	No other Sam H. Jones Community Service Scholarships
Community Service Leader (CSL)	10	No other Sam H. Jones Community Service Scholarships
Community Service Scholar (CSS)	4	Alternative Break Trip Leader (ABTL)
Family, School, & Neighborhood Scholar (FSN)	8	Alternative Break Trip Leader (ABTL)
First Year Service Scholar (FSS)	3.5	No other Sam H. Jones Community Service Scholarships
Fugate Scholar	6	Alternative Break Trip Leader (ABTL) ServiceCorps
ServiceCorps	2-3	Alternative Break Team Leader (ABTL) Fugate Scholar

Service Learning Assistants (SLA)	5-20	Alternative Break Trip Leader (ABTL) ServiceCorps
Paw's Pantry Scholar	5 or 10	Alternative Break Trip Leader (ABTL)* ServiceCorps* *Paw's Pantry Vice Chair positions are eligible to receive one other of these SHJ scholarships. The Paw's Pantry Chair position is NOT eligible to receive any other SHJ scholarships.

If offered an Alternative Breaks Scholarship and if I accept the scholarship, I understand and agree to all the requirements and expectations. Read and check each of these requirements.

- Maintain a minimum GPA of 2.75
- During the year of the scholarship award, enroll at IUPUI for at least the minimum number of credit hours per semester. Undergraduate: 9 hours; Graduate: 6 hours
- Complete a criminal history check, initiated through Center for Service and Learning
- Read and complete the Sam H. Jones Scholarship Letter of Agreement (LOA)
- Fulfill all other requirements and expectations as stated in LOA
- Be able to commit 4 hours per week for Trip Leader/ 10 hours per week for Co-Coordinator
- Attend all scholarship meetings/trainings

Please check which scholarship(s) that you wish to apply for:

- Alternative Break Trip Leader (ABTL)
- Alternative Break Co-Coordinator (ABCoCo)

Personal Data

Please answer all of the following

	Answer
First Name	<input type="text"/>
Last Name	<input type="text"/>
Preferred Name	<input type="text"/>
University Email Address	<input type="text"/>
University ID number (10 digit ID number, not your SSN)	<input type="text"/>
Cell Phone Number with area code	<input type="text"/>
Academic Major(s)	<input type="text"/>
GPA: University (including spring 2016 semester) Instructions: 1) Go to One.iu.edu, 2) Open the Unofficial Transcript App, 3) Select your academic institution and report type: "Unofficial/All Career", 4) Scroll to the bottom	<input type="text"/>
GPA: Major (including spring 2016 semester) Instructions: 1) Go to One.iu.edu, 2) Open the Unofficial	<input type="text"/>

	Answer
Transcript App, 3) Select your academic institution and report type: "Unofficial/All Career", 4) Scroll to the bottom	
Expected Graduation Date (Month/Year)	<input type="text"/>
How many semesters have you been awarded any Sam H. Jones Community Service Scholarship?	<input type="text"/>
Are you an Undergraduate or Graduate student?	<input type="text"/>

Please explain reason(s) why GPA is under 2.75.

Resume and Questions

Please answer the following questions.

1. Have you participated on an IUPUI Alternative Break trip before?

- Yes
 No

How many IUPUI Alternative Break trips have you been on?

- 1
 2
 3
 4
 5
 6
 7
 8 or more

Please write in which trips you attended, including the break, year, and location. Acronyms such as FAB (Fall Alternative Break) and ASB (Alternative Spring Break) are fine to use. You may write in the social issue if you remember it.

Example: Fall Alternative Break 2015, Detroit; ASB 2016, Atlanta, Immigration

2. Tell us your IUPUI "Story." What events, organizations, people, or other experiences have shaped your time in college or journey to college? (You may answer this question how you feel most comfortable, e.g., essay, bulleted list, poem, or creative/artistic response). If your answer requires a file upload see the below "Choose File" option. *Note: If you are also submitting a Sam H. Jones scholarship application for another program, you may use the same responses for the*

Alternative Break application.

File Upload for Question 2 (if needed). Documents, PDFs, and graphics are all acceptable formats.

3. What [social issues](#) are most important to you and how have you addressed them in the community? Please respond in essay form with a limit of 500 words. *Note: If you are also submitting a Sam H. Jones scholarship application for another program, you may use the same responses for the Alternative Break Trip Leaders application.*

4. Why would you like to serve as an Alternative Break Scholar? And why specifically are you applying for the AB Co-Coordinator (AB CoCo), AB Trip Leader (ABTL), or both positions? Please respond in essay form with a limit of 500 words.

Please upload your current resume below.

Please upload in PDF format. To save a Word Document into PDF:

1. Open the desired Word Document
2. Click "Save As"
3. Under "Save As Type" click "PDF"
4. If available then select the "Minimum Size (Publishing Online)" Option

NOTE: Files should be saved with the title LastnameFirstnameResume.pdf

Here are some resources if you need help/have questions about constructing your resume.

<http://employment.uc.iupui.edu/Students/Job-Search-Documents/Resume>

http://psych.iupui.edu/sites/default/files/guidetotheresume_1.pdf

<http://sciencepreps.iupui.edu/resume-tips>

Recommendation**Recommendation:**

One recommendation is required to be considered for the *Alternative Breaks Leader and Alternative Breaks Co-Coordinator* Scholarship. Common recommenders include IUPUI faculty or staff members, current or former employers, mentors/supervisors, or community representatives who are familiar with your leadership ability, academic achievement, and/or community based/civic engagement experience(s). We respectfully request that you don't ask family members, peers, or staff/supervisors directly involved in the selection process for a recommendation. If there is any discrepancy found with your chosen recommender we will contact you.

The individual you identify will be contacted via email with instructions to submit a recommendation on your behalf. It is **your responsibility** to ensure that all contact information is correct and to follow up with the recommender to ensure that the recommendation has been submitted by the scholarship deadline. **Your application is NOT considered complete until your recommendation has been received.**

Please let your recommender know that they are not required to submit a written letter, but will be prompted to answer a series of questions about you. On average the recommendation form takes only **15-20 minutes** to complete.

Recommender's Name (First & Last)

Recommender's Job/Position Title

Recommender's email address

In what capacity did this person advise, supervise, observe or interact with you?

Is your recommender an IUPUI faculty/staff or outside the university?

- IUPUI Faculty/Staff
 Current/Former Employer or Community Representative
 Other

Name of Organization

Block 4

You are almost finished! Click the SUBMIT BUTTON below to send in your application. You will receive an email confirming your application has been submitted. If you do not receive an email with "Completed: SHJ Scholarship AB Application 2017-2018" in the subject line, then we have not received your application.
