

Effective: January 19, 2007

**Deputy Frank Miller Memorial Scholarship Award
Honoring Our Fallen Brother**

APPLICATION INSTRUCTIONS

SECTION 1: Howard County Sheriff's Fraternal Order of Police Lodge #131, Inc., will award annually to a qualified Howard County, Maryland high school or college student, one \$500.00 individual college scholarship. The award will be made on a competitive basis.

SECTION 2: **Eligibility:** The applicant must be a citizen of the United States and reside in Howard County, Maryland. A valid Maryland Identification Card or Driver's License must be shown at the personal interview phase of the selection process. The applicant must be accepted or enrolled full time at an accredited college with a Criminal Justice or Law Enforcement Major. The combined family income must be less than \$75,000.00 annually.

SECTION 3: **Application:**

- A. Completed applications must be submitted by the first day of February in each calendar year, preceding the fall enrollment. Forms may be obtained by writing to: Howard County Sheriff's Fraternal Order of Police Lodge #131, Inc.; 6030 Marshalee Drive, Suite 128; Elkridge, MD 21075; or via our website: www.hocofop.com, after September 1 of each calendar year. Telephone requests may be made by calling 443-398-7447.
- B. In addition to the completed application, the following materials will be required (mandatory) for consideration:
 - a. Current high school applicants must submit their official transcript of high school grades for a four-year period.
 - b. Current college applicants must submit their official transcript of grades in sealed envelopes from their registrar.
 - c. A recent photograph of the applicant must be attached to the application (the photograph will not be returned).
 - d. Three letters of reference (not from family members).
 - e. A copy of the results of their SAT.
- C. The completed application and other pertinent material listed above are to be forwarded to the Scholarship Committee by the applicant. All material submitted will be retained by the Committee. **INCOMPLETE APPLICATIONS or THOSE RECEIVED AFTER MARCH 31st WILL BE DISQUALIFIED FROM FURTHER CONSIDERATION.**

SECTION 4: **Selection of Candidates/Finalists:**

- A. All high school candidates for the scholarship should plan to take, in their junior year, the SAT given by the College Entrance Examination Board, as part of their qualifications for the scholarship. Instructions regarding this test may be obtained from their high school guidance counselor.

- B. Candidates currently in college as full-time students must furnish transcripts of their most recent semester grades, along with recommendations from the officers and instructors of their college or university. (High school transcripts are not required for candidates currently admitted to accredited colleges or universities.) ALL applicants must be full-time college students.
- C. On the basis of the SAT results or college records, the Scholarship Committee will review the credentials of the candidates, and the award will be made on the basis of scholastic performance, character, leadership, ambition, soundness of plan and relative financial need.
- D. A personal interview by the Scholarship Committee with those applicants selected as finalists and their parent(s) or guardian(s) will be required. A copy of the previous year Internal Revenue Service (I.R.S.) Form # 1040 or 1040-A is also required at the time of the personal interview and will not be returned.
- E. Should the winner be the recipient of a scholarship(s) from another source, this fact in itself will not disqualify him or her from the scholarship award. However, that fact will be considered prior to making the award.

SECTION 5:

Selection of a College or University:

- A. One scholarship award of \$500.00 will be awarded for the year and will be paid directly to the educational institution of the winner's choice. If the school is organized on the semester plan, then the money will be paid prior to the first semester.
- B. If the winner chooses, the award will be paid directly to the institution's book store, for the winner to purchase necessary items such as text books, school supplies, lab equipment, etc.

SECTION 6:

Obligation of the Scholarship Winner:

When accepting the benefits of the scholarship award, or following his/her graduation, the winner of this scholarship will in no way be obligated to the Howard County Sheriff's Fraternal Order of Police Lodge #131, Inc. However, it is expected that the winner will attend and remain in the school of his/her choice during the semester of the award. Should he/she leave their school, the scholarship award will be terminated, unless transfer to another accredited institution is approved by the Scholarship Committee.

SECTION 7:

Military Service:

Should a recipient be called to active military service, he/she will remain eligible for any unused portion of the scholarship awarded.

SECTION 8:

All information furnished by the applicant, parent/guardian or schools will be held in the strictest confidence by the Scholarship Committee.

SECTION 9:

Any statements submitted for consideration or made during the interview process that are found to be false, will automatically and permanently disqualify any applicant from any further consideration for the scholarship award.

SECTION 10:

ALL completed applications and required material should be mailed to:
Scholarship Committee
Howard County Sheriff's F.O.P. Lodge #131, Inc.
6030 Marshalee Drive, Suite 128
Elkridge, MD 21075

SECTION 11:

Any of the aforementioned SECTIONS may be repealed, amended or deleted by the Scholarship Committee, with the consent of the Executive Board of Directors of the Howard County Sheriff's Fraternal Order of Police Lodge #131, Inc.

APPLICATION
DEPUTY FRANK MILLER MEMORIAL SCHOLARSHIP AWARD
SPONSORED BY
HOWARD COUNTY SHERIFF'S
FRATERNAL ORDER OF POLICE LODGE #131, INC.

1. Application date: _____

2. Applicant's full name: _____

3. Applicant's address: _____
 (Street number, Apartment number, Street name)

 (City and State) (Zip code)

4. Applicant's home telephone number: _____

5. Applicant's email address: _____

6. Applicant's family composition:

Name	Relationship to Applicant	Age	Home Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. High School graduated from _____ Year _____

8. College/University, if currently enrolled: _____

9. Major course of study _____

10. I will be able to meet the following requirements:

- a. obtain an official transcript of my school records (sealed and unopened);
- b. discuss my family and personal circumstances in order to clarify my need for financial assistance and work out a detailed budget of expenses and resources;
- c. arrange to take the SAT, if not previously taken, and provide a copy of the results thereof;
- d. obtain written references from schools (teachers, guidance counselors, principal) and or employers describing my scholastic and/or employment qualifications;
- e. show proof of residency in Howard County, Maryland and citizenship in the United States;
- f. show proof that my family's combined income is less than \$75,000.00 per year for the year prior to this application.

I understand that my application and all required documentation must be received by F.O.P. Lodge #131 by March 31st. I hereby make application to the Howard County Sheriff's Fraternal Order of Police Lodge #131, Inc. for a scholarship award.

 Signature of applicant

 Date