

475 Riverside Drive, Room 252
New York, NY 10115-0252
phone: 212.870.3116
www.roothbertfund.org

Please read the following carefully **BEFORE**
preparing a scholarship application.

ABOUT THE ROOTHBERT FUND SCHOLARSHIP APPLICATION

- 1. On the Location of Applicants:** As a rule, The Roothbert Fund does not make Scholarship Grants **except** to applicants whose current or permanent address is located in one of the following States of the United States and applicants planning to move to one of such States prior to March 1 of the year in which the application is made: **Maine, New Hampshire, Vermont, Rhode Island, Massachusetts, Connecticut, New York, New Jersey, Pennsylvania, Ohio, Delaware, Maryland, District of Columbia, Virginia, West Virginia, or North Carolina.** It is probably counter-productive to submit an application if you live outside this area.
- 2. On Recommendation Letters:** Each application **must** be accompanied by three (3) recommendation letters from non-family members. Each letter **must** be originally signed, dated a current date and be addressed to The Roothbert Fund. Submission of recommendation letters addressed "to whom it may concern" or that were originally intended for other purposes will not carry as much weight with the Scholarships Committee. Writers of recommendation letters **must** explain who they are and how they know the applicant. Letters may be in sealed envelopes and, in any case, will be treated as confidential.
- 3. On Essays:** Two (2) separate, original essays **must** accompany each application. The topics are set forth on page 4 of the application and have been chosen for a purpose. Copies of essays originally used for other purposes are generally recognizable and will not be accepted.
- 4. On Completing Blanks:** The applications are designed to elicit information the Scholarships Committee needs to evaluate your application. All blanks should be completed with responsive information. If an applicant is unable to complete a blank or believes the information sought is inapplicable he or she should so indicate and explain.
- 5. On Photographs:** Due to the number of applications received, The Roothbert Fund and the volunteers who review the applications have found that applicants are more easily remembered throughout the process if their applications are accompanied by photographs. The Fund knows that some applicants object to enclosing photographs for a variety of reasons and tries to accommodate such applicants. But the Fund appreciates the assistance provided by photographs. (Snapshots, passport photos, and even clear color photocopies will do).
- 6. The Application Packet:** Due to the volume of material the Fund receives, the Fund **now** requires that applicants send all materials in a *single envelope*. An application will be rejected if it does not contain a completed and signed application, together with all accompanying materials—two essays, three recommendation letters, and academic transcripts. Transcripts and letters of recommendation may be sealed within individual envelopes, but all supporting documents should accompany the application.
- 7. On Mailing Deadlines:** To be eligible, a complete application packet containing all required documents **must** either be (i) delivered to The Roothbert Fund office by 5 pm (New York time) on February 1, (ii) mailed and postmarked no later than February 1, or (iii) shipped by overnight express (FedEx, UPS, etc.) for delivery on February 1. If February 1 falls on a Saturday or Sunday, the deadline will be deemed 5 pm (New York time) on the following Monday. *Emailed and faxed applications WILL NOT* be accepted. The Fund strongly discourages use of courier or messenger services, or Certified Mail delivery which may require someone to be present in the office to sign for the package or to go to the Post Office to claim it. The Fund is unable to make daily trips to the Post Office so that applications which are held there may not be received by the Fund on time. Applicants who wish to know if their documents have been received are welcome to enclose a stamped, self-addressed postcard, which the Fund will return.

The Roothbert Fund, Inc.

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SCHOLARSHIP APPLICATION • 2007

due February 1, 2007

How did you hear of The Roothbert Fund?

- Scholarship Guide Book
 Counselor
 Internet: (www. _____)
 Past Award Recipient (if so, who?): _____

Scholarship referral service (if so, which one?): _____

Other: _____

IMPORTANT NOTE: This is a four-page form; all pages must be completed and submitted, or the Fund cannot consider the application.

Please attach a recent photograph of yourself here. Write your name and the date taken on the back. This will not be returned. A passport- or driver's license-size photo is fine.

PLEASE REPLY TO ALL QUESTIONS FULLY. PLEASE TYPE OR PRINT CLEARLY. USE ADDITIONAL PAPER AS NECESSARY.

Last Name (family) First Name (given) Middle initial Title (Mr./Ms./Rev./etc.) Male/Female

Current Address Number and Street Apartment # E-mail address

City State Zip Home Phone with area code Work Phone with area code

Date of Birth (month/day/year) Place of Birth (State/Country) Country of Citizenship

Applicant's Marital Status If married, Spouse's name Spouse's occupation Number of dependents

Permanent address (if different from current address) Number and Street Apartment #

City State (Country) Zip/Postal code Phone with area code and/or Country & City codes if non-U.S.

Family/Parents' Names Parent(s)' occupation(s)

Parent(s) Address Number and Street Apartment #

City State (Country) Zip/Postal code Phone with area code and/or Country & City codes if non-U.S.

Interview city preferred (Specify by circling one of the following: New Haven, New York, Philadelphia, or Washington, DC)

Reminder: All applications must be *complete* and post-marked by (or hand-delivered *no later than 5 pm* on) **February 1, 2007** to be considered. Application requires 1) completed and signed form; 2) official transcripts; 3) three letters of recommendation; and 4) a recent photo. For details, please read attached instruction sheet.

(For RFI use only)

REPLY TO ALL QUESTIONS FULLY.

PRESENT EDUCATIONAL STATUS

Are you currently enrolled in a school/college/university?

Yes No

If so, where? Name and address of institution:

In what degree program? _____

When did you begin this program? _____

What year do you expect to complete it? _____

EDUCATIONAL PLAN (Do not answer if you are planning to continue program described at left)

What college/university do you hope to attend in the coming academic year?

What degree program? _____

What year do you expect to complete it? _____

In what academic field do you plan to specialize?

In a sentence or two, describe your plan or aim in undertaking this study. _____

EDUCATIONAL HISTORY (Please complete the following and furnish official transcripts of all your academic work to date)

Secondary School (Name) City State (Country) Dates Attended

Undergraduate College (Name) City State (Country) Dates Attended

Undergraduate College (Name) City State (Country) Dates Attended

Undergraduate Major Undergraduate Minor Degree earned Date of Graduation

Graduate School (Name) City State (Country) Dates Attended

Graduate Subject Degree Earned Date of Graduation

List your scores on the SAT Verbal Math Date(s) taken

List subject areas and scores of the ACT, GRE, LSAT, MCAT or other Date(s) taken

BACKGROUND INFORMATION (Use extra sheets as needed)

Employment: List all jobs you have held, including summer jobs. Are you currently employed? Yes No

If so, list current employer below, on the first line.

Job

Employer

Dates Employed

REPLY TO ALL QUESTIONS FULLY.

FINANCIAL INFORMATION

Estimated annual expenses related to your education:

What financial resources do you have available?

Tuition and Fees

Savings and earnings, including summer employment

Estimate for books and supplies

From Family or other private means

Room and Board

Other College scholarships or Fellowships

Transportation/commuting

TOTAL RESOURCES

Other continuing indebtedness or obligations

List where else you are applying for financial aid

TOTAL EXPENSES

Approximate amount requested from The Roothbert Fund, Inc.

PRESENT ACTIVITIES

State of your health: specify any recent severe illness or operation

Religious affiliation

Active with any institution or congregation?

Volunteer/community activities

Artistic or athletic activities

Other extracurricular pursuits of importance to you

Honors or awards

Other information of interest

Publications

List three books (or authors) that have had the most the most influence on the way you view the world.

1. _____

2. _____

3. _____

REPLY TO ALL QUESTIONS FULLY.

AUTOBIOGRAPHICAL INFORMATION

In considering your application the Fund takes particular interest in your values, goals and motivation. Please complete this section carefully to present a clear picture of yourself. In doing so, tell us about your *real* self in your *own* terms.

A) On separate paper please write no more than two pages, describing fully an experience or event (aside from your studies or occupation) that has had significant impact on your life and how you changed as a result.

B) On separate paper, write a *brief* autobiographical statement (no more than two pages), tell more about your life story, your values, and your aspirations.

LETTERS OF RECOMMENDATION

Please ask three persons who know you well (one from school) to write to us on your behalf. Letters must now be mailed to the Fund as part of your application packet but may be in sealed envelopes; in any case, they will be treated as confidential. Please stress that they should include your *full name*. Below list names, relationships to you (teacher, employer, etc.), and phone numbers with area code for contacting these people. **NOTE: Each of these letters should be current and NONE should be written by relatives.**

1. Name	Relationship to applicant	Phone (with area code)
2. Name	Relationship to applicant	Phone (with area code)
3. Name	Relationship to applicant	Phone (with area code)

REQUIRED

I understand that interviews will be scheduled on extremely short notice in March, 2007 and will probably be held in the New York City, New Haven, Philadelphia and Washington, DC areas. The Fund will not pay any transportation charges or other costs of applicants who are invited to be interviewed. Applicants from outside easy access range of the above cities should reconsider submitting an application if the expense and time required by such travel will be unduly burdensome. Although no grant is awarded by the Fund without a personal interview, making an application does not guarantee being invited for an interview and being invited for an interview does not guarantee a scholarship.

Signature of applicant _____ Date _____

Soc. Sec. # _____

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PLEASE NOTE: All persons receiving Roothbert scholarship grants will be required to attend a weekend of meetings during their first year on grant. Typically these meetings are held at a conference center near Philadelphia. The fee for your attendance, room and board will be paid by the Fund. Reasonable ground transportation to and from these events will be reimbursed. Two such weekends will be scheduled and you will be able to choose the one most suited to your schedule.