

# City of Waco



## *“I Have a Dream” Scholarship Program Guidelines*

### **Purpose**

To provide City of Waco employees and their eligible relatives an opportunity to receive financial support to further their education through an employee funded scholarship program.

### **Awards**

A minimum of two \$1,000.00 scholarships will be awarded this spring during the annual City of Waco employee Cinco de Mayo celebration.

- One scholarship will be awarded to a City of Waco employee.
- One scholarship will be awarded to a relative of a City of Waco employee.

The actual number and amount of scholarships awarded will be based on the amount of funds raised. The scholarship must be used within one year of the award.

### **Eligibility**

- Employee applicants, or the sponsor of a relative applicant, must be full or permanent part-time employees with the City of Waco for 5 consecutive years.
- Relative applicant must be sponsored by endorsement from an eligible City of Waco employee. Eligible employees may sponsor only one relative per year.
- Relatives are defined as a child, grandchild, great-grandchild, niece or nephew of an eligible employee.

### **General Information**

- Scholarship packets will be available in the City Secretary’s office, all City of Waco libraries, and Parks and Recreation administration office and recreation centers beginning **February 2, 2009**.
- Scholarship packets will also be available on the City of Waco Employee Intranet.
- Applications will be scored on a 100 point scale, with the essay counting 50 points.
- Completeness of the application, including required references will be valued at 50 points. Grammar and content in the essay will be considered.
- In case of ties, face to face interviews will be conducted with the applicants.
- To request that the packet be e-mailed to you, or if you have any questions about the application process contact Earl Stinnett at 750-8018, or [earls@ci.waco.tx.us](mailto:earls@ci.waco.tx.us), or CaSaundra Foreman-Harris 750-8684, or [casaundraf@ci.waco.tx.us](mailto:casaundraf@ci.waco.tx.us).
  - **Deadline:** Applications and associated materials must be received by **5 p.m., on Friday, April 24, 2009, in the City Secretary’s office (254-750-5750)**.
  - **Mailing Address:** City of Waco City Secretary’s Office Attn: Scholarship Committee P.O. Box 2570 Waco, TX 76702-2570
  - **Physical Address:** City Hall 300 Austin Ave. (City Secretary’s Office is on the 1<sup>st</sup> floor, on Franklin St. side of City Hall)

### **Application Process**

- Complete the general scholarship application.
- 2 reference forms must be submitted. (A letter of reference can be attached to the certified reference form if preferred)
  - For an employee applicant one reference form must be from another City of Waco employee.
  - For a relative of an employee the reference forms must be from non-relatives.
- Submit a **typed, double spaced essay of 2 pages or less** that addresses the following:
  - Explain how the beliefs and legacy of Dr. Martin Luther King, Jr. motivate you to continue your education.
  - Tell us about your future goals, and how this scholarship will help you achieve them.
  - Tell us of your personal qualities or experiences that make you deserving of this scholarship.
  - If necessary, provide any other relevant information that you want the Scholarship committee to consider in regard to your submission

### **Application Review Panel Members**

- |                            |                                     |
|----------------------------|-------------------------------------|
| • CaSaundra Foreman-Harris | Parks and Recreation                |
| • Gary Johnson             | Human Resources                     |
| • Carla Pendergraft        | Convention and Visitors Bureau      |
| • Kimberly Salome          | Waco McLennan County Public Library |
| • Carol VanHook            | City Managers Office                |