

HAMPTON ROADS CLAIMS ASSOCIATION SCHOLARSHIP APPLICATION

The following information must be submitted along with the application by May 15 or the application will not be considered.

1. Name of parent or legal guardian who is a member of HRCA (in the event of legal guardianship, a copy of the appropriate guardianship papers must be attached) _____

2. Name of applicant applying for scholarship

3. Current address of applicant

4. Current affiliation of HRCA member (parent/guardian) in the insurance claims industry (job title and company)

5. Birth Date (copy of Birth certificate must be attached)

6. College(s) or university(s) selected and/or being considered (copy of application/acceptance letter must be attached)

7. A letter from the HRCA Secretary or Treasurer certifying that the parent of the applicant has been a member of HRCA for two or more years and has paid their dues by April 1 for the current year in which the scholarship will be awarded. (Members with less than 2 consecutive years and members who have not paid their dues for the current year by April 1 will not be considered.)

8. A personal letter from the applicant explaining why he or she should be selected. The letter should include a list of past and current school and community activities and should differentiate between leadership responsibilities or participation only. The applicant should also detail the impact that these activities have played in helping to set their goals in future anticipated achievement. Career goals of the applicant should be addressed.

9. A letter from the parent/guardian member setting forth in detail the financial need for the scholarship and how the education opportunities for the applicant might be affected if the scholarship is not received. Please note that this section carries the highest number of points so please be specific as to financial aid/need.

10. Seniors applying as College Freshmen must attach the following information.

a. A copy of their high school transcript including grades and subjects for all four years. If final grades for the senior year are not available, a copy of the senior year first semester report card should be attached.

b. Two letters of recommendation from faculty members at the high school the applicant is currently attending.

c. One letter of recommendation from a person in a leadership position in a community activity, club, church group, sport activity, job, etc. in which the applicant has participated during the high school years.

11. College and Graduate School students must attach the following information.

a. A copy of the applicant's grades as an undergraduate or graduate student for all years in college.

b. Two letters of recommendation from faculty members at the college(s) or university(s) in which the applicant has been a student.

c. One letter of recommendation from a person in a leadership position in a community activity, club, church group, sports activity, job, etc. in which the applicant has participated during their undergraduate/graduate college years.

Signature of Applicant

Date of Application

HAMPTON ROADS CLAIMS ASSOCIATION SCHOLARSHIP APPLICATION RULES AND ELIGIBILITY REQUIREMENTS

Applications must be submitted on or before May 15 of each year. They must be hand delivered to the current HRCA President OR mailed to:

**PO BOX 1914
Chesapeake,VA 23327**

Any application not hand delivered to the HRCA President by May 15 or sent to the above address and postmarked by May 15 will not be considered.

The scholarship(s) will be awarded to a son, daughter, or a legally adopted child of a member of the HRCA.

For the purpose of this award, a member of the HRCA is defined as one who has paid his/her HRCA dues prior to April 1 for the two preceding years and has also paid HRCA dues by April 1 for the year in which the application for the scholarship is made.

The HRCA will award at least one scholarship of \$500 (minimum) as long as there is at least one qualified application received to be funded by the proceeds of the Archer B. Crittenden Education Fund. Multiple scholarships can be awarded at the discretion of the scholarship committee. Should there be additional funds available in addition to the Archer B. Crittenden Education Fund; they can be awarded with the Archer B. Crittenden Education Fund.

The scholarship committee will use the following guidelines in determining recipients for the award.

1. Personal letter of applicant - 0 to 10 points
2. Personal interview – 0 to 25 points
3. School and community activities and accomplishments – 0 to 10 points
4. Transcript of grades and letters of recommendation – 0 to 20 points
5. Financial need – 0 to 35 points

A personal interview is requested with each applicant. In the event an applicant does not attend the personal interview, their application will still be considered but 0 points will be given for the interview.

The scholarship award will be paid on or before August 1 of each year after the HRCA scholarship committee has received a copy of the letter of acceptance from the college or university the applicant will attend. Payment will be made to the education facility upon receipt of the acceptance letter by the committee. If the acceptance letter is not presented by August 1, the recipient will automatically forfeit the award and the scholarship will be paid to the individual applicant with the next highest score. In the event of a circumstance where there is no applicant to receive the award the funds will be carried over to the subsequent year. The scholarship award will be announced at a meeting of the HRCA in August.

The selection of the scholarship winner(s) shall be made by the scholarship committee of the Archer B. Crittenden Education Fund that consists of three members. Please see the Constitution and By-Laws of the Hampton Roads Claim Association; specifically Article VIII, section 2.(b) for the definition of the committee. Should any committee member be a relative of one or more of the Applicants in any given year, that individual committee member shall yield his/her vote to the President of HRCA. Should the President in any given year also be ineligible because of one or more of the applicants being related, the substitute committee member shall be determined by descending order of the HRCA officers.

Inquiries regarding the scholarships should be made to the current HRCA President or the Scholarship Committee Chairman.