

Mennonite Village

New Scholarship Application & Instructions

Mennonite Village encourages personal, professional and educational development of staff members. The Scholarship Program is designed to help employees with tuition costs for a course of study that will enhance their professional development and the quality of services provided at the Mennonite Village. The total funds allocated to an employee are not to exceed the LBCC tuition equivalent for more than 180 credit hours.

If you are interested in applying for tuition assistance, please read the Program Requirements and Conditions of Award in the Staff Scholarship Program flyer. **Scholarship awards are made contingent upon eligibility and funds available.** The scholarship award may range from \$500-\$1,500. The Scholarship Committee may waive or change eligibility requirements in unique circumstances at their discretion.

All new applicants must have been an employee of Mennonite Village for at least one year by the application deadline, have a reference form filled out by their direct supervisor and a co-worker and have no written disciplines on file from the previous 12 months. These reference forms are attached. The committee will not accept any other form of recommendation. *Only the form from your direct supervisor is required if you are requesting payment for a one-time only class.*

It is your responsibility to **fill in your name, what degree/class/dates you wish to attend. All forms are required to be submitted via email to the Human Resources Department at mvbenefits@mennonitevillage.org. All forms must be turned in at once. If you choose to submit paperwork separately, it is your responsibility to ensure all required paperwork has been sent to human resources.** The deadline dates for Scholarship Applications are always posted on a flyer but reminders will also be sent.

New scholarship applicants are required to attend a virtual or in-person interview with the Scholarship Committee and fill out the questionnaire to discuss educational and career goals. Applicants are then required to meet with the committee once per year. Please be on time for your appointment.

Please return the completed application form to Human Resource by the deadline date.

If you have any questions, you may call Karina Santillan-Olea at 541-704-4203 or by email at karinas@mennonitevillage.org

Mennonite Village New Scholarship Program Application

(Application must be readable and all information provided.)

Employee name: _____ Date of hire: _____

Address: _____

City _____ Zip Code: _____

Telephone #s: (home) _____ (work) _____

E-mail address: _____

Current MV department: _____ Average hours of work per month: _____

Direct Supervisor: _____ How to contact Supervisor _____

Date you completed high school or equivalent: _____

What college, university or training program will you be attending?

What is your educational goal? _____ Will the class or classes you plan to take lead to a degree? Yes _____ No _____ If yes, what will be the degree or major will you be pursuing: _____ Or will the classes lead to a license or Certificate? _____ Explain: _____

When do you expect to obtain your degree, license or certificate? _____

For what term are you applying for a scholarship? (Scholarships are awarded on a term-to-term basis.) Winter _____ Spring _____ Fall _____ Other _____

How many college credit hours will you be taking this term? _____

What are the **course names and numbers, and credits**? _____

Are these courses part of the curriculum for your degree or certificate? _____ If not, which courses are not: _____

Explain why you are taking any non-curriculum courses: _____

Will you be receiving other grants or scholarships? _____ If so, list type and amount: _____

I have read and understand the requirements and conditions of the Mennonite Village Scholarship program. To the best of my knowledge, I am eligible for the program.

Signed: _____ Date: _____

Mennonite Village Scholarship Application Co-worker's Reference Form

I _____ have applied for a Mennonite Village scholarship.

My educational goal is a degree/certificate in _____.

Please respond to the following questions to help the scholarship committee in their assessment of my educational potential. This form must be turned into the HR Department via email by the following date: **Deadline Date:** _____ Failure to turn the references in by the deadline date could keep me from being considered for a scholarship. Thank you for your help.

In what way is this employee a good representative of the Mennonite Village? Give examples of what you have observed?

Do you think the applicant will succeed at their education or career goals? Explain why or why not?

Please provide any additional information or comments that may help the committee determine the applicant's potential to succeed as a student and in the prospective career.

Co-worker's Signature: _____ Date: _____

Contact number: _____

Mennonite Village Scholarship Application

Supervisor's Reference Form

I _____ have applied for a Mennonite Village scholarship.
My educational goal is a degree/certificate in _____.

Please respond to the following questions to help the scholarship committee in their assessment of my potential. This form must be turned into the HR Department via email by the following date:

Deadline Date: _____. Failure to turn the references in by the deadline date could keep me from being considered for a scholarship. Thank you for your help.

Describe one or two ways you have seen the applicant learn new skills and/or accept increasing responsibilities: _____

In what ways have you seen the employee demonstrate the values of the Mennonite Village?

The scholarship committee looks for candidates who are motivated to succeed, show initiative, leadership and time management skills. Please describe why this employee and his/her educational goals should be considered for a Mennonite Village scholarship:

Please provide any additional information or comments that may help the committee determine the applicant's potential to succeed as a student and in the prospective career.

Supervisor's Signature: _____ **Date:** _____
Contact number: _____

Mennonite Village Scholarship questionnaire:

Tell us a little about yourself:

Tell us about a personal achievement that makes you proud.

What is your educational goal and how will you use this degree or training in the future?

What's the most difficult challenge you've ever faced? How did you handle it?

Describe a time in your life that has shaped who you are as a person.

Why did you choose your current field of study?

How do you think you would be an asset to our organization if you were awarded this scholarship?

Tell us why you like working at Mennonite Village: