

Washington, D.C. Alumnae Foundation, Inc.

**Thelma M. Randall Memorial Scholarship**

The Washington, D.C. Alumnae Foundation, Inc. (WDCAF) celebrates over 35 years of community service programs that support the residents of the District of Columbia. During this milestone, the Foundation is excited to announce the establishment of the Thelma M. Randall Memorial Scholarship in honor of one of its distinguished Directors, Thelma Maye Randall. Director Randall, a native of Texas and a graduate of Prairie View A&M University, served on the Board for 18 years and was an intricate part of its operations. It is through an endowment and contributions from the Board of Directors and its community partners that the Foundation seeks to provide a total of four scholarships annually of $1,000 to deserving high school seniors, undergraduate and/or graduate school\* students who meet the program qualifications. (\*The term “Graduate School” means master’s degree, professional school, and PhD candidates). Prior recipients of this scholarship at either the undergraduate or graduate level are ineligible to apply.

WDCAF encourages you to review the program requirements to learn more about the Thelma M. Randall Memorial Scholarship and apply. **The scholarship application period opens January 1st at 12:00 am, and closes April 1st at 11:59 pm, each calendar year.** The scholarship will be awarded in the Fall semester, the year application is made. The disbursement of payment for scholarship award will be based on meeting all proof of eligibility requirements, enrollment, and satisfactory academic progress guidelines. The awardee(s) may be asked to attend the WDCAF Annual Fundraiser to be recognized for receiving the WDCAF’s Thelma M. Randall Memorial Scholarship. (The annual fundraiser is normally scheduled for the first Saturday (or Sunday) in the month of December, with the date to be determined).

Washington, D.C. Alumnae Foundation, Inc.

**Thelma M. Randall Memorial Scholarship**

**Undergraduate & Graduate**

WDCAF will award up to two (2) academic scholarships to eligible undergraduate or graduate students whose permanent residence is in the District of Columbia, who are attending Prairie View A&M University or another Historically Black College or University (HBCU), and who meet the program requirements. Each scholarship award will be $1,000.

**Eligibility Requirements**

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| **Criteria** | **Qualifications** |
| **Applicant Eligibility** | * Permanent resident of the District of Columbia * Enrolled in Prairie View A&M University or another Historically Black College or University (HBCU) * Majoring in Business Administration, Accounting, Finance, Economics, Mathematics, or other related major * Complete the application package. * Scholastic average of 3.0 on 4.0 scale. |
| **Criteria** | **Requirements** |
| **Application Procedures** | * Completed Application Form and supporting documentation. * School Letter of Recommendation * Student Community Service Essay * Student Essay |

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| **Criteria** | **Requirements** |
| **Application Package Checklist** | * Typed Application Form * Official Transcript from registrar’s office with official seal. * Evidence that applicant declared major and required field. * School Letter of Recommendation\*\* * Student Community Service Essay\*\*\* * Student Essay\*\*\*\* * Evidence of District of Columbia Residency^ * Signed Certification Form (Student) |
| **\*\*School Letter of Recommendation** - From an academic professional in the field of the students major, counselor or advisor, on official letterhead dated with an original signature. | |
| **\*\*\*Student Community Service Essay** – Double spaced (New Times Roman, 12 pt. font) paragraph on your involvement in community service to include the name of the organization, and a brief description of your responsibilities of community service while in college. | |
| **\*\*\*\*Student Essay** – Double spaced (New Times Roman, 12 pt. font) 300 to 500-word essay on the topic/question: How did the legacy of the Historically Black College or University (HBCU) influence your decision to attend and in what ways do you plan to use your education to give back? | |
| **^District of Columbia Residency** – Two documents with the applicants name and current address, i.e., active utility bill, (water, gas, electric); telephone bill (cell phone, wireless or paper issued within last 60 days); deed mortgage or settlement agreement reflecting applicant’s name and property address; unexpired lease or rental agreement with applicant listed as lessee, permitted resident or renter signed by all parties; unexpired sublease accompanied by the original unexpired lease with the name of the certifier as sub-lessor; DC property tax bill or tax assessment issued within the last 12 months reflecting the applicant’s name and property address; DC DMV proof of resident form signed within the last 60 days by the certifier residing at the residence and a copy of the certifier’s unexpired DC Driver license or DC identification card; and Student loan statement issued within the last 60 days reflecting name and address. | |
| **Application Package – Submission Instructions:**  **Hard Copy:** Mail an original and three (3) copies of your completed application, including all attachments and supporting documents, to WDCAF, Inc., PO Box 60526, Washington, D.C. 20039 – ATTN: Grant and Scholarship Committee. All hard copy submissions **must** be postmarked no later than April 1st.  **Electronic Copy:** Email a scanned copy of your completed application, including all attachments and supporting documents, to [scholarships@wdcaf.org](mailto:scholarships@wdcaf.org). All electronic submissions **must** be received no later than 11:59 PM (Eastern Standard Time) on April 1st.  **Questions**: Can be sent to [scholarships@wdcaf.org](mailto:scholarships@wdcaf.org). | |

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**Thelma M. Randall Memorial Scholarship**

**Application Form MUST be typed.**

**Section I – PERSONAL INFORMATION**

**Name:** Click or tap here to enter text.

**Permanent Address**:Click or tap here to enter text.

**Street Address, Apt. Number**

Click or tap here to enter text.

**City/State/Zip Code**

**Address at School**: Click or tap here to enter text.

**Street Address, Apt. Number**

Click or tap here to enter text.

**City/State/Zip Code**

**Home Phone**: Click or tap here to enter text.**Cellular**: Click or tap here to enter text.

**Email**:Click or tap here to enter text. **Gender**: Click or tap here to enter text.

**Date of Birth: (Month/Date/Year)**: Click or tap here to enter text.

**Declared Academic Major**: Click or tap here to enter text.

**Career Interest**: Click or tap here to enter text.

**Section II – SCHOOL INFORMATION**

Name of University: Click or tap here to enter text.

University Address:Click or tap here to enter text.

Street Address, Apt. Number

Click or tap here to enter text.

City/State/Zip Code

School Phone Number: Click or tap here to enter text.

Expected Date of Graduation: (Month/Date/Year): Click or tap here to enter text.

Cumulative GPA: Click or tap here to enter text.of 4.0.

**Section III – HONORS AND AWARDS**

List all academic, professional, and related honors and awards received. Please include a description of the honor(s), award(s) and date(s) received. Use additional sheets of paper as needed.

Click or tap here to enter text.

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**Section IV – EXTRACURRICULAR ACTIVITIES**

Please list the major extracurricular activities (school and community) that you have participated in college. Please identify the name of the organization and be certain to highlight any leadership positions held, activities performed and dates of participation. Use additional sheets of paper as needed.

Click or tap here to enter text.

**Section V – APPLICATION SIGNATURES**

By the signature below, I affirm that all information provided in this application is true and complete to the best of my knowledge. Misrepresentation or the submission of inaccurate or incomplete information will result in disqualification or forfeiture of any award.

Click or tap here to enter text.Click or tap here to enter text.

**Applicant Signature Date**

**SECTION – VI – CERTIFICATION**

**Please indicate by your signature (original signature only) below that you certify the accuracy of your application and the terms and conditions of this scholarship application.**

1. I certify that the applicant is: **(Check all that apply).**
   1. a permanent resident of the District of Columbia;
   2. a sophomore, junior, senior, or graduate school student (i.e., graduate school includes master’s degree, professional school, or PhD candidates);
   3. not an immediate relative, i.e., child of a Board Member of the Washington, D.C. Alumnae Foundation, Inc. (WDCAF);
   4. enrolled at Prairie View A&M University or another Historically Black College or University (HBCU); and
   5. declared as my major, business administration, accounting, finance, economics, mathematics, or other related major.
2. I understand that applying for a scholarship does not guarantee I will receive an award and that there will be a selection process to determine the award recipients. WDCAF, Inc., selections shall be final**.**
3. I understand that if the applicant is awarded a scholarship, the funds will be made payable to the applicant and his/her college or university and will be sent directly to the college or university once the proper verification forms have been completed and returned to WDCAF, Inc.
4. Further, I understand that if I am awarded a scholarship, I may be asked to attend the WDCAF’s Annual Fundraiser, scheduled in the month of December (date to be determined).
5. I hereby grant WDCAF, Inc., the restricted right and permission to use and re-use my name and likeness in any and all publications, including photograph, television broadcast, video recording, internet sites, audio-recording or any other form of electronic or print communication (The Promotional Materials), for its own purposes without payment or any other consideration to me, in perpetuity. I understand and agree that any material produced using my likeness is the property of WDCAF, Inc.
6. I certify that all information provided is correct and complete to the best of my knowledge. I give WDCAF, Inc., permission to verify any information contained in my information package as necessary. I understand that misrepresentation of any information or the submission of inaccurate or incomplete information will result in disqualification to be considered for a scholarship or forfeiture of any award that I may receive.

Click or tap here to enter text.Click or tap here to enter text.

**Applicant Signature Date**

**SCHOOL LETTER OF RECOMMENDATION INSTRUCTIONS**

Give to the Recommending School Official

To the Recommending School Official:

**Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The student listed above is applying for the Washington, D.C. Alumnae Foundation, Inc., Thelma M. Randall Memorial Scholarship. In your letter of recommendation, please provide your candid assessment of the student/applicant.

Your assessment should include, academic performance, intellectual ability, maturity, oral and written communication skills, interpersonal skills, the length of your acquaintance with the student/applicant, the subject or courses taught, dates of instruction and a telephone number where you may be reached.

Your School Letter of Recommendation should be prepared on official stationery and include your original signature. You may return your School Letter of Recommendation to the student/applicant for inclusion in the student/applicant’s application package, due on or before the deadline of April 1st.

**FREQUENTLY ASKED QUESTIONS (FAQs)**

The FAQs are provided to help the applicant with some questions that may come up while exploring whether to apply for the scholarship. When considering whether to apply for a Washington, D.C. Alumnae Foundation (WDCAF), Inc., academic scholarship, the student/applicant must meet **ALL** the eligibility requirements.

Q. What happens if the application package is incomplete?

**A. If the application package is deemed incomplete, it will not be considered.**

Q. Are members of Delta Sigma Theta Sorority, Inc., eligible to apply for the scholarship?

**A. Yes, if the applicant is not an immediate family member (i.e., biological daughter or son, stepchild, or adopted child) of a Board member of WDCAF.**

Q. Does the School Recommendation Letter have to be written on the school’s official letterhead?

**A. Yes. The School Recommendation Letter must be written on the school’s official letterhead with an original signature.**

Q. Must the School Recommendation Letter be submitted with the application package?

**A. Yes. The School Recommendation Letter must be submitted with your application package.**

Q. What if I am permanent resident of Maryland, Virginia, or another State, but I attend a private or public HBCU in the District of Columbia. Would I be eligible for the WDCAF scholarship opportunity?

**A. No. To be eligible for WDCAF’s academic scholarship, the student/applicant must be a permanent resident of the District of Columbia.**

Q. What if I attend a public or private HBCU in the District of Columbia, Maryland, Virginia, or another State, and I am a permanent resident of the District of Columbia. Would I be eligible for the WDCAF scholarship opportunity?

**A. Yes. To be eligible for WDCAF’s academic scholarship, the student/applicant must be a permanent resident of the District of Columbia.**