

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.

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 of the year, the 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**

**High School Seniors**

WDCAF will award up to two (2) academic scholarships to eligible high school seniors whose permanent residence is in the District of Columbia, who will attend 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.
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| **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 with Original Signatures
* Official Transcript - School Official should email to scholarships@wdcaf.org by April 1st
* SAT/ACT Scores - School Official should email to scholarships@wdcaf.org by April 1st
* School Letter of Recommendation\*\*
* Student Community Service Essay\*\*\*
* Student Essay\*\*\*\*
* Signed Certification Form (Student & Parent)
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| **\*\*School Letter of Recommendation** - From a principal, counselor, or academic teacher or advisor, 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 High School.  |
| **\*\*\*\*Student Essay** – Double spaced (New Times Roman, 12 pt. font) 250-word essay on the topic/question: Why are you applying for a scholarship and why should you receive the WDCF scholarship? Your student essay should include: 1) Proposed academic/career goals; 2) Community service involvement; and 3) The expected benefit to be delivered if you receive a scholarship.  |
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| **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. 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. |

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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**

**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.

**List the HBCU’s where you have accepted**:

Click or tap here to enter text.

**Section II – FAMILY INFORMATION**

**Name of Mother/Female Legal Guardian**: 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**

**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.

**Name of Father/Male Legal Guardian**: 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**

**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.

**Section III – SCHOOL INFORMATION**

**Name of High School**: Click or tap here to enter text.

**School 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.

**Community Service Hours Required to Graduate**: Click or tap here to enter text.

**Community Service Hours Completed as December 31st**:Click or tap here to enter text.

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

**Section IV – HONORS AND AWARDS**

List all honors and awards received during high school. 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.

**Section V – EXTRACURRICULAR ACTIVITIES**

Please list the major extracurricular activities (school and community) that you have participated in during high school. Please be certain to highlight any leadership positions held. Use additional sheets of paper as needed.

Click or tap here to enter text.

**Section VI – 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**

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

**Parent/Guardian Signature Date**

**Section VII – 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 high school graduating senior and will enter college in the Fall of the year, the application is made;
	3. [ ]  not an immediate relative, i.e., child of a Board Member of the Washington, D.C. Alumnae Foundation, Inc.;
	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.

**Section VIII – CERTIFICATION SIGNATURE PAGE**

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

**Applicant Signature Date**

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

**Parent/Guardian Signature Date**

**SCHOOL LETTER OF RECOMMENDATION INSTRUCTIONS**

Give to the Recommending School Official

To the Recommending School Official:

**Student’s Name:** Click or tap here to enter text.

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

Q. What if I am a 12th grade student whose permanent residence is in Maryland, Virginia, or another State, but I attend a private, public, charter or parochial high school in the District of Columbia. Would I be eligible to apply for the WDCAF scholarship opportunity?

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

Q. What if I am permanent resident of the District of Columbia, but I am a 12th grade student who attends a private, public, charter or parochial school in Maryland, Virginia, or another State? Would I be eligible to apply for the WDCAF scholarship opportunity?

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

Q. Besides my original signature, does my parent or legal guardian has to sign the Certification if I am 18 years of age or older?

**A. Yes. While 18 years of age (or older) in the District of Columbia is considered an adult, we require the applicant’s parent or legal guardian to certify that certain statements are correct as well as acknowledging acceptance of certain WDCAF’s policies governing the award of a WDCAF academic scholarship. This requirement is applicable for high school students.**

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/student is not an immediate family member (i.e., biological daughter or son, stepchild, or adopted child) of a Board member of WDCAF.**

Q. Are photocopies of my high school transcript acceptable?

**A. No. Only the original, official school transcript from your School Official is acceptable.**

Q. I received an online score report of my SAT/ACT scores from the College Board and my transcript provides these scores. Will you accept an original or a photocopy of my online score report? Will you accept my SAT/ACT scores provided on my transcript?

**A. No. We do not accept photocopies or originals of an applicant/student’s online score report from the applicant/student. The official SAT and/or ACT scores are sent directly from the College Board to your high school guidance counselor and the colleges you selected to receive them. Be sure to have your guidance counselor email a copy of the official SAT and/or ACT scores to** **scholarships@wdcaf.org****, by April 1st.**

Q. What if my 12th grade major academic teacher who wrote my school recommendation letter forgot the original handwritten signature and did it with an electronic signature, will you accept the electronic signature?

**A. No. The application will be deemed incomplete and will not be considered.**

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

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

Q. Is a recommendation letter from my 9th grade English teacher acceptable as a school recommendation letter to be included in my application package?

**A. No. The School Recommendation Letter must be from the applicant/student’s current high school teacher or advisor in a major academic subject. For purposes of the WDCAF Scholarship Application “current” means the current school year (*e.g.,* September 2022 - June 2023).**

Q. I am currently employed on a part-time basis in the Community as a computer facilitator at my neighborhood community center. The program teaches low-income residents how to use the computer. Is a letter from the Community Center’s Executive Director, noting the number of hours worked, sufficient to meet the application requirement regarding the hours of my community service involvement?

**A. No. The definition of community service is work that is done without pay to benefit people or organizations that serve the public in a particular community. Since the applicant/student is employed by the community center, the letter is considered a letter from your employer, not a community service letter. The number of hours noted in a letter from your employer will be neither accepted nor counted towards community service hours completed.**