

OTIS M. SMITH SCHOLARSHIP PROGRAM

A Scholarship Program of the Community Foundation for Southeast Michigan

SUMMARY

The Otis M. Smith Scholarship Program is a scholarship program of the Community Foundation for Southeast Michigan, 333 W. Fort Street, Suite 2010, Detroit, Michigan 48226. The purpose of the Otis M. Smith Scholarship Program is to provide scholarships to selected single parent mothers to assist them in obtaining post secondary education at selected accredited institutions. Non-renewable scholarships of up to \$2,000 will be made with assistance of advisors to the Otis M. Smith Scholarship Program, including Otis Smith's brother. While scholarships are not renewable, prior recipients are eligible to apply.

BACKGROUND

The Otis M. Smith Scholarship Program was established by Mr. Otis M. Smith to honor the memory of his mother who, as a single parent, encouraged and supported her children to attain post secondary education. Mr. Smith worked at many odd jobs as a youth after his father died when he was age 11. He attended Fisk University and received a law degree from Catholic University. He served as Auditor General and Justice of the Supreme Court of the State of Michigan. He was Vice President and General Counsel of General Motors and upon retirement, served as 'of counsel' to the law firm of Lewis, Clay & Munday. Although a modest man throughout his life, he was a leader and role model and active volunteer serving on numerous local and national boards.

WHO CAN APPLY?

In order to be eligible, applicants must be current residents of any of the following counties of southeastern Michigan: Wayne, Oakland or Macomb. Applicants must be pursuing post-secondary education at Catholic University Law School, any campus of the University of Michigan or any campus of Wayne State University. Applicants must also be single parent mothers.

Employees of the Community Foundation for Southeast Michigan and their dependents as well as members of the Community Foundation for Southeast Michigan Board of Trustees and their dependents are ineligible for scholarship consideration.

WHAT ARE THE CRITERIA FOR SELECTION?

- A single parent mother is a person who is either divorced or unmarried mother who is still parenting a child or children.
- An applicant must be pursuing post secondary education at Catholic University Law School, any campus of the University of Michigan (any degree) or any campus leading to any degree at Wayne State University. Priority will be given to full-time students, but applicants enrolled on at least a half-time basis can be considered for a full award. The "full-time" definition used by the applicable university will be used to determine eligibility.
- Demonstrate financial need beyond what the applicant is able to contribute herself. Financial need will be documented through the Expected Family Contribution (EFC) on the applicant's Student Aid Report (SAR) and use of cost of attendance figures from each educational institution.
- Demonstrate efforts to contribute to household and educational expenses through employment or strong effort to gain employment.
- Have exemplary character, leadership and a manifest desire to achieve significant education beyond high school.
- Demonstrate academic ability to successfully complete post secondary education.
- All awards will be made without regard to race, creed, color, religion, national origin or sexual orientation, although special attention will be given to minority applicants consistent with the intent and expressed wishes of the donor and applicable state and Federal laws bearing in mind that the donor's mother was the inspiration for establishing the program.
- Indication that the Otis M. Smith Scholarship is important for continued pursuit of education.

WHAT ARE THE AWARD CONDITIONS?

- If an award recipient withdraws from the educational institution for which the award was granted, the award will be cancelled and the unspent portion, if any, will be returned to the Foundation.
- If a recipient chooses to take a course or series of courses at a tax exempt, accredited educational institution other than the one to which she was originally attending, or if she wishes to transfer to another tax exempt educational institution, the Otis M. Smith Scholarship Program Award will not be forfeited if the Community Foundation for Southeast Michigan is notified in advance of such transfer to an eligible institution.

HOW WILL SCHOLARSHIP AWARD PAYMENTS BE MADE?

- Award payments will be made to the Financial Aid Office, or its equivalent, of the educational institution in the name of the institution. Payments may be applied to tuition and fees, or miscellaneous educational expenses as designated by the recipient.
- Award payments will be made as soon as (1) the recipient has signed and returned the Terms of Grant Agreement to the Foundation, (2) the recipient has verified the educational institution in which she is enrolled to the Foundation, (3) the educational institution has verified that it will not reduce previously awarded grant aid as a result of this award, unless required by federal or state law.
- Awards are subject to state and federal income tax guidelines.

HOW DO I APPLY?

- Complete the Scholarship Application Form which accompanies this information and return it to the Community Foundation for Southeast Michigan. Be sure to include your personal statement.
- Provide an official transcript(s) of your last four years of completed schooling directly to the Community Foundation for Southeast Michigan. This may include secondary and/or post secondary transcripts. If enrolled during the fall 2006 term, your transcripts must include final Fall 2006 grades.

- Ask a recent faculty member **and** another adult to complete the enclosed Applicant Recommendation Forms. Return completed forms to the Community Foundation for Southeast Michigan.
- Complete the Free Application for Federal Student Aid (FAFSA) for 2007-08 available from your intended college's financial aid office. You may file on-line at the www.fafsa.ed.gov web site instead of using the paper FAFSA. Paper FAFSA filers will receive a Student Aid Report (SAR) and a copy of all pages (front and back) must be submitted. On-line filers may submit a printout of their on-line FAFSA and the results rather than the SAR. Applicants should file their FAFSA (paper or on-line) by March 1st to have official results by the May 1st deadline for this scholarship.

Failure to submit a complete copy of all pages of the Student Aid Report (SAR) or a copy of the on-line application and results will result in an incomplete application that will not be considered for scholarship.

- The applicant is responsible for the timely submission of all materials to the Community Foundation for Southeast Michigan.

AWARD NOTIFICATION

All information must be received by the Community Foundation for Southeast Michigan by May 1, 2007 for consideration for the 2007-08 academic year. Notification will be made as soon as possible following a review of completed applications.

ADDITIONAL INFORMATION

If you need additional information or materials or have questions about completing your application please contact:

Otis M. Smith Scholarship Program
Community Foundation for Southeast Michigan
333 West Fort Street, Suite 2010
Detroit, Michigan 48226
(313) 961-6675

2. High School (from which you graduated):

Name

Street Address

City State Zip

Dates Attended

Date of Graduation

FINANCIAL AID INFORMATION

1. Indicate the total amount of financial aid to be provided by the college/university and all other sources for the 2007-08 academic year.

Source	\$	_____
	Amount	_____
Source	\$	_____
	Amount	_____
Source	\$	_____
	Amount	_____
Source	\$	_____
	Amount	_____
TOTAL		\$ _____

2. What is the cost of attendance/budget estimate for your university for the 2007-08 academic year? \$ _____

APPLICANT PROFILE

1. Academic Achievement: List the academic honors or awards you have received. Attach an additional information sheet if needed.

Honor/Award	Criteria for Award	Year Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Volunteer and Extracurricular Activities: List all volunteer and extracurricular Activities (in your school/college/community) in which you have participated to a significant degree and to which you have made a positive contribution. Include your year(s) of major involvement. Attach an additional information sheet if needed.

Activity	Position Held	Years
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Paid Work Experience (Full or Part-time): List work experience. Attach an additional information sheet if needed.

Employer	Job Description	Dates	Hours Per Week
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Unusual Circumstances: Please report any unusual family or personal circumstances which you feel warrant consideration.

PERSONAL STATEMENT

Please attach a statement (not to exceed two typewritten, double-spaced pages) of your educational plans as they relate to you personally, to your career goals and to the Otis M. Smith Scholarship Program. Include motivating factors or important experiences which have helped to shape your personal philosophy and/or your educational plans/career goals. The Personal Statement is one of the most important elements of your application. Applications without a personal statement will not be considered.

FINANCIAL NEED DOCUMENTATION

Complete the free Application for Federal Student Aid (FAFSA) for 2007-08 available from your intended college's financial aid office. You may file on-line at the www.fafsa.ed.gov web site instead of using the paper FAFSA. Paper FAFSA filers will receive a Student Aid Report (SAR) and a copy of all pages (front and back) must be submitted. On-line filers may submit a printout of their on-line FAFSA and the results rather than the SAR. Applicants should file their FAFSA (paper or on-line) by March 1st to have official results by the May 1st deadline for this scholarship.

Failure to submit a complete copy of all pages of the Student Aid Report (SAR) or a copy of the on-line application and results will result in an incomplete application that will not be considered for scholarship.

RECOMMENDATIONS

You must request separate recommendations from two adults who know you from school, work or community involvement. Please ask each individual to complete the Applicant Recommendation Form.

TRANSCRIPTS

Request **official transcripts** from each of the educational institutions you have attended for your four most recent years of schooling (both full- and part-time). Transcripts must be sent directly to the Community Foundation by each educational institution.

AUTHORIZATION

Your signature at the end of the application authorizes the Community Foundation and the Otis M. Smith Advisors to examine your academic and personal records and certifies the accuracy of the information you have provided. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

Applicant's Authorization Signature: _____ Date: _____

OTIS M. SMITH
SCHOLARSHIP PROGRAM

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2007-08 Academic Year

APPLICANT RECOMMENDATION FORM

To be completed by a recent teacher or another adult (other than a family member).
Two separate Recommendation Forms must be completed by different individuals.

This form must be postmarked or submitted by May 1, 2007 to:

Otis M. Smith Scholarship Program
Community Foundation for Southeast Michigan
333 West Fort Street, Suite 2010
Detroit, Michigan 48226

All materials should be typed or neatly printed. All supplemental materials must be clearly labeled and securely attached to this form.

1. Name of Applicant: _____
Last First Middle
2. Address of Applicant: _____
Street
- _____
- City State Zip
3. Please make a statement below describing the applicant's character, school and community leadership abilities, ambition to succeed, and evidence of present and future useful citizenship.

Signature: _____ Title: _____

Relationship to Applicant: _____

Business/School/Home Address: _____
Street

City State Zip

Telephone Number: () _____ Date _____
Area Code Telephone Number

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