



Lewiston Auburn
METROPOLITAN
CHAMBER *of* COMMERCE

CHAMBER MEMBER EMPLOYEE
SCHOLARSHIP APPLICATION
2019

Scholarship Checklist

Prior to submitting your application for scholarship please take a minute and review that you have all the necessary information.

Incomplete applications will not be considered. Priority will be given to students who have not received our scholarship before. Applications can be emailed, mailed or dropped off during business hours.

Thank you,

**Workforce Development & Education
Committee**

Check List

- Essay
- Completed and signed copy of scholarship application
- Completed and signed employment verification form
- Professional letter of reference/recommendation
- Unofficial transcript or letter of acceptance for upcoming semester
- If already matriculated, proof you are a student in good standing from the college or program you are attending

**Lewiston Auburn Metropolitan Chamber of Commerce
Chamber Member Employee SCHOLARSHIP APPLICATION**

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Place of Employment: _____

Address: _____

Number of Years Employed There: _____

College or Program Attending: _____

Location: _____

Are you a matriculated student there? ___ Yes ___ No

Academic program: _____

G.P.A. _____ **Expected Graduation Date:** _____

The following MUST be included to be considered. Incomplete applications will not be considered.

- Essay
- Completed and signed copy of scholarship application
- Completed and signed employment verification form
- Professional letter of reference/recommendation
- Unofficial transcript or letter of acceptance for upcoming semester
- If already matriculated, proof you are a student in good standing

Lewiston Auburn Metropolitan Chamber of Commerce Chamber Member Employee SCHOLARSHIP

The purpose of the Chamber Member Employee Scholarship Program is to recognize an employee of a LA Metro Chamber member who has shown effort in advancing his or her education.

Scholarship Awards

Scholarships of \$1000 each will be awarded annually. The scholarships will be awarded directly to the recipient. One award will be made per individual, although the award may be divided to apply to two semesters of college work.

- Preference will be given to applicants who have not previously won a Chamber Member Employee Scholarship from the Lewiston Auburn Metropolitan Chamber of Commerce

Eligibility

Applicants will...

- 1) Be employed 20 or more hours by a member in good standing of the Lewiston Auburn Metropolitan Chamber of Commerce
- 2) Begin course(s) within 6 months of receiving award
- 3) Be applying to or matriculated in college-level coursework applicable toward an Associates, Bachelor's or Master's degree

OR

- 4) Be applying to or matriculated in a technical institute or certificate program
- 5) Have a high school diploma or equivalent
- 6) Be at least 18 years old
- 7) If already matriculated, proof you are a student in good standing from the college you are attending

Application Requirements

- Scholarship application
- 250-300 word processed essay (see attached)
- Completed employer verification form
- Professional letter of reference/recommendation (*more points will be given when the author is knowledgeable of the applicant's professional work and/or collegiate work and speak to: motivation, financial need, aspirations, etc.*)
- Unofficial transcript or letter of acceptance for upcoming semester
- **Application MUST be complete to be considered!**

Deadlines

The application and employer verification form must be received by **April 26, 2019**. Recipients will be notified by **May 31, 2019** (Scholarship recipients will be notified by mail/e-mail)

Lewiston Auburn Metropolitan Chamber of Commerce

415 Lisbon Street, Suite 100, Lewiston, ME 04240

Tel. 207-783-2249

Erin@LAMetroChamber.com

Updated February 2019

HOW YOUR APPLICATION IS SCORED

STANDARD	EXEMPLARY	4	ACCEPTABLE	2	UNACCEPTABLE
	5		3		1
Quality/Content of Essay	Clearly and concisely answers questions. Their story is compelling		Adequate response to questions, but lacks depth or focus.		Does not adequately respond to questions
Focus on College/Career Aspirations	Applicant's aspirations are clear and obvious		Statement about aspirations is present but not obvious		Applicant's aspirations are unclear
Technical Quality of Application and Essay (spelling, grammar, punctuation, paragraph & sentence structure)	No more than 5 technical errors on application and essay.		5-10 errors		More than 10 errors
Letter of Recommendation	The author is knowledgeable of applicants' professional work and/or collegiate work. They speak to: motivation, financial need, aspirations, etc.		Author is somewhat knowledgeable of applicant's professional work and/or collegiate work.		Author does not seem to know much about applicant.
Financial Need	Clearly demonstrated		Vaguely mentioned		Not mentioned

Lewiston Auburn Metropolitan Chamber of Commerce
Chamber Member Employee Scholarship
Employee Verification Form

Applicant's Name: _____ has applied for a
Lewiston Auburn Metropolitan Chamber of Commerce Scholarship. Please
verify that this individual is currently employed by you.

Name of Company: _____

Date of Employment: _____

Position: _____

Supervisor's Name: _____

I verify that this employee works a minimum of twenty hours per week at:

- Do you provide tuition reimbursement? Yes or No
- Is this employee eligible? Yes or No

Supervisor's Signature: _____ Date _____

Applicant's Signature: _____ Date _____

Please Send to: Lewiston Auburn Metropolitan Chamber of Commerce
415 Lisbon Street, Suite 1
Lewiston, Maine 04240

Email: Erin@LAMetroChamber.com

**Lewiston Auburn Metropolitan Chamber of Commerce
Chamber Member Employee Scholarship**

Essay

Directions:

Please write an essay between ***250-300 words*** answering the questions below; please include your word count. Your essay should be word processed and submitted on a separate page that includes your name, signature, the essay word count and the date. The essay will be scored based on how clearly and concisely the questions are answered, how obvious your aspirations are portrayed as well as spelling, grammar, punctuation, paragraph and sentence structure.

What are your dreams/goals for the future? How will furthering your education help you realize your career dreams/goals? How does this particular scholarship fit into your plans for the future? How will this scholarship help you financially?

I give the Lewiston Auburn Metropolitan Chamber of Commerce Workforce Development and Education Committee permission to use part or this entire essay in a press release announcing scholarship recipients.

Signed

Date

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