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Page 2	- SUMMARY OF NGC, INC. SCHOLARSHIP PROGRAM
Pages 3-5	- GUIDELINES FOR STATE GARDEN CLUB SCHOLARSHIP CHAIRMEN
Page 6	- CHECKLIST FOR USE BY STATE GARDEN CLUB SCHOLARSHIP CHAIRMEN
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	Page 8 - Procedures and Requirements
	Page 9 - Application Form
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National Garden Clubs, Inc.
SUMMARY OF SCHOLARSHIP PROGRAM OF
NATIONAL GARDEN CLUBS, INC.

IMPORTANT: STATE SCHOLARSHIP CHAIRMEN: If *your state does not* have a scholarship applicant, please notify the NGC Chairman immediately. (See Checklist, page 6).

I. SCHOLARSHIP GRANTS:

All scholarships offered by National Garden Clubs, Inc., hereinafter referred to as NGC, are advanced one-year grants, which are available to Junior, Senior and Graduate students. Applications may be made by sophomores for grants to be awarded for the junior year. **No doctoral program students may apply.**

Thirty-five (35) advanced annual scholarships will be available in 2010 for the academic year of 2010-2011, each in the amount of \$3,500.00.

II. PURPOSE OF THE SCHOLARSHIP PROGRAM:

NGC is proud of its scholarship program, which offers financial aid to students and promotes study in the Agriculture Education, Horticulture (inc. Fruit Science/Environmental/Communications), Floriculture, Landscape Design, Botany, Biology, Plant Pathology/Science, Forestry, Agronomy, Environmental Concerns (Management: Environmental, Horticulture Resource/Environmental Behavior, etc.), Economics, Environmental Conservation (inc. Engineering, Law, etc.), City (Rural & Urban) Planning, Wildlife Science, Habitat or Forest/Systems Ecology, Land Management and/or other related or allied subjects. Applicants must be **majoring** in one of these fields of study with a career related to gardening, landscape design, environmental issues, floral design or horticulture. The NGC Scholarship Committee must grant approval for application to be made in any major other than the ones listed.

III. TERMS UNDER WHICH SCHOLARSHIPS ARE AWARDED:

- 1) Applications must be submitted on the required application form (see page 9) with all required additional information attached (refer to application form and page 8 of brochure).
- 2) Applications must be mailed to the State Garden Club Scholarship Chairman *for the state in which the applicant is a legal resident*. A listing of State Garden Club Scholarship Chairmen is found on pages 11-13 of this brochure. **The appropriate State Garden Club Scholarship Chairman must receive all applications by March 1, 2010**. Applications received after that date will not be considered.
- 3) All applications received by a State Garden Club Scholarship Chairman will be judged by that Chairman and committee in order to choose *one* winning application. The NGC Scholarship Committee will consider only one application from each state. (Exception: The January 2010 membership list will be furnished to the NGC Scholarship Chairman by the NGC Treasurer. Those states having 10,000 members or more at the time of the membership list is issued will be permitted to submit *two* applications per state. Eligible states will be notified by the NGC Scholarship Chairman.)
- 4) Applicants must have at least a 3.25 GPA (on a 4.0-point scale) in order to apply. A complete official academic transcript, that includes the latest grading period, must be included. The applicant must be a full time student as defined by NGC (12 graded hours of classes for an under graduate and 9 graded hours for postgraduate students.) Graduate students must also submit complete transcripts for undergraduate courses.
- 5) Applicants must be planning a career related to gardening, landscape design, environmental issues, floral design or horticulture.

For any additional information, please contact the NGC Scholarship Chairman: Nancy L. Hargroves, 1235 Dover Creek Ln, Manakin Sabot, VA 23103-2532, Phone: 804-784-0109, Fax: 804-784-2941, Email: inbleum@comcast.net.

National Garden Clubs, Inc.
GUIDELINES FOR STATE GARDEN CLUB SCHOLARSHIP
CHAIRMEN

- 1) Please read the previous page, which summarizes the scholarship program of National Garden Clubs, Inc., and all subsequent pages of the brochure carefully.
- 2) Copies of this brochure should be furnished to colleges and universities in each state for the use of Financial Aid Officers at those institutions and by student applicants. Please make as many copies of the brochure as needed.
- 3) **APPLICATION REQUIREMENTS:** All applicants **must** fulfill the following requirements. *Please check each application carefully for full compliance.* Student must be a legal resident of the United States attending a college/university within the United States. International and Foreign Exchange students **are not eligible to apply** for a NGC scholarship. The scholarship cannot be applied for study abroad on fellowships or internships.
 - a. Application **must** be submitted on the required NGC application form (page 9). All forms must be typed or computer generated.
 - b. Applicants must have at least a 3.25 GPA (on a 4.0-point scale). A copy of the student's complete official academic transcript must be included with the application form. Records **must** include the latest grading period. **For Graduate students, the transcripts of both graduate and undergraduate work are required. The applicant must be a full-time student, enrolled for a minimum of 12 (twelve) graded hours of classes. Postgraduate applicants pursuing a Master's Degree must have a minimum of 9 (nine) graded hours. No Doctoral program students may apply.**
 - c. In addition to the application form, the following supplemental informational materials **must** be attached to the form.
 1. A personal letter by the applicant, discussing background, future goals, financial need, and a commitment to chosen career. (Limited to two typed or computer generated pages. Additional pages will not be accepted.)
 2. A list of extracurricular activities and/or honors received.
 3. Required Financial Aid form (page 10) must be signed by school's Financial Aid Officer and student. All questions must be answered.
 4. Three (3) letters of recommendation. Letters should include the following information: academic achievement, character, and work-related experience. (Limited to one (1) typed or computer generated page. Additional letters or additional pages will not be accepted.) Please do not include any materials other than those requested on the application.
 - d. All of the above materials are to be assembled by the student, and mailed as a complete packet to the State Garden Club Scholarship Chairman, who will then mail them to the National Scholarship Chairman. No materials should be sent to the National Scholarship Chairman as separate mailings.

IMPORTANT: Application materials should simply be **paper clipped together, and must not be submitted in any sort of notebook or permanent cover or page protectors.** (Applications will be mailed to NGC Headquarters to be copied and mailed to the nine-committee members. Having to take apart applications in elaborate binders is very inconvenient for the completion of this process.)

- e. **PLEASE NOTE:** When a student is reapplying for a scholarship (whether the applicant is or is not a previous scholarship winner), a completely new and updated application must be submitted.
- 4) **DEADLINES:** Each **State Garden Club Scholarship Chairman** must receive all applications on or before **MARCH 1, 2010.**
- 5) States having fewer than 10,000 members may submit **one** application. States having 10,000 or more members may submit **two** applications for consideration by the NGC Scholarship Committee. In January, the NGC Scholarship Chairman will notify Scholarship Chairmen of the states that are eligible to submit two applications.
- 6) **JUDGING OF APPLICATIONS:**
- A. **AT THE STATE LEVEL:** An appointed committee, chaired by the State Garden Club Scholarship Chairman, shall judge all applications received from students who are legal residents of the state. A student may attend an in-state college/university, or an out-of-state school of his/her choice. The only requirement is that the school be an accredited college or university.

After judging has been completed at the state level, the **NGC Scholarship Chairman must receive all applications on or before April 1, 2010.** Applications received past that date will not be considered by the National Scholarship Committee. A completed checklist, found on page 6, must accompany each application.

IMPORTANT: Please send all required, completed materials by regular mail with delivery confirmation:

Nancy L. Hargroves
 NGC Fourth Vice-President/Scholarship Chairman
 1235 Dover Creek Ln
 Manakin Sabot, VA 23103-2532
 804-784-0109
 inbleum@comcast.net

The following Scale of Points will be used for the evaluation of each application:

ACADEMIC RECORD: (40% OF Total)	Complete official transcript of grades is required. Emphasis is placed on the strength of courses related to student's major in horticulture or allied field.
APPLICANT'S LETTER: (30%)	Discussion of background, goals, personal commitment to chosen career, financial need. (Limited to two typed or computer generated pages.)
LISTING OF HONORS/EXTRACURRICULAR ACTIVITIES/WORK EXPERIENCE: (10%)	This information should be supplied on a separate sheet of paper, and not be listed within the body of applicant's letter.
FINANCIAL NEED: (15%)	Signatures of Financial Aid Officer and student are required on Financial Aid form, which must be <i>fully</i> completed.
RECOMMENDATIONS: (05%)	Three (3) required letters of recommendation submitted. (Limited to one typed or computer generated page each.)

- B. AT THE NATIONAL LEVEL:** Applications are evaluated and winners chosen by the National Scholarship Committee, which consists of the NGC Scholarship Chairman and the eight Regional Directors of NGC, Inc. Final judging takes place just prior to the annual NGC, Inc. Convention. Winners are announced during the convention. The NGC Scholarship Chairman will notify all applicants in writing of the committee's decisions immediately following the judging.

Checks for the winning applicants' scholarship grants will be mailed early in July from NGC Headquarters to the Financial Aid Office of the institution at which the student is enrolled. All funds will be disbursed by the Financial Aid Office, according to the particular school's term-system. No funds will be sent directly to students by NGC, Inc.

In the event that students who receive a scholarship grant from NGC, Inc. should withdraw from school for any reason, or if the student changes his/her major to one other than an acceptable field of study (see page 2, # II in this brochure for possible fields of study) all remaining scholarship grant funds must be returned to:

NATIONAL GARDEN CLUBS, INC.
4401 Magnolia Avenue
St. Louis MO 63110-3492

The committee has the authority to select as many alternates as necessary, usually 4-5 and in the event a recipient does not accept a scholarship, the committee will choose from the first, second, third, etc. alternates and the individual and the state scholarship chairman will be notified.

NOTE: STATE GARDEN CLUB SCHOLARSHIP CHAIRMEN, please fill in your name, address, phone number at the bottom of page 7 and on the Application Form, page 9, before making copies of the brochure pages for Financial Aid Offices at colleges/universities in your state.

So that inquiries can be answered from students who are legal residents of one state, but are attending an out-of-state school, a complete listing of names and addresses of the State Scholarship Chairmen for all NGC, Inc. state garden club organizations is included on pages 11-13 of this brochure. *It is very important that all applications be submitted to the State Garden Club Scholarship Chairman for the state in which the student is a legal resident, even if the student is attending an out-of-state school.*

CHECK LIST FOR STATE GARDEN CLUB SCHOLARSHIP CHAIRMEN

Please complete this form and return it, along with other required application materials, by mail with delivery receipt, to NGC Scholarship Chairman, **to be received by her on , or be fore, April 1, 2010.**

Student Name _____

State Garden Club _____

College/University _____ Major Field _____

All of the following documents must be submitted for consideration by the State Scholarship Committee. Please include pertinent information only. All forms must be typed or computer generated. **Do not staple pages together.**

1) _____ Application form included, with all questions answered. Picture not needed.

2) _____ Complete official academic transcripts included. (At least a 3.25 average required on a 4.0 scale.) Transcripts must include latest grading period. **Transcripts f or b oth graduate a nd undergraduate work a re r equired f or graduate student applicants. No Doctoral program students may apply.**

3) _____ Letter from applicant, discussing goals, background, financial need and commitment to chosen field of study. (Limited to two pages typed.) Additional materials will not be accepted or considered.

4) _____ List of extracurricular activities, honors, recognitions received.

5) _____ Financial Aid Form included, **All** questions must have been answered.

_____ Signed by Financial Aid Officer

_____ Signed by Student Applicant

6) _____ **Three** letters of recommendation included. (Each limited to one typed page. No additional letters will be considered.)

_____ Scholastic abilities

_____ Character

_____ Work -related Experience

7) _____ **STATE CHAIRMAN: IF YOUR STATE DOES NOT HAVE A SCHOLARSHIP APPLICANT, PLEASE CHECK HERE AND MAIL THIS FORM TO THE NGC SCHOLARSHIP CHAIRMAN.**

The following information is *not required* but if State Garden Club Chairman can supply it, it would be appreciated. If applicant is related to a NGC member, please complete the following:

Name of Member _____

Relationship to Applicant _____

Garden Club Affiliation of Member _____

STATE SCHOLARSHIP CHAIRMAN'S SIGNATURE _____

National Garden Clubs, Inc. (NGC)
GUIDELINES FOR COLLEGE/UNIVERSITY FINANCIAL AID OFFICE
ADMINISTERING THE GRANT

- 1) National Garden Clubs, Inc. will offer thirty-five (35) annual advanced scholarships to junior, senior or graduate students, each grant totaling \$3,500 for the academic year 2010-2011.
- 2) All applicants must major in Horticulture, Floriculture, Landscape Design, Botany, Biology, Forestry, Agronomy, Conservation, Plant Pathology, Environmental Concerns, City Planning, Land Management and/or other allied subjects. Check page 2, #II for possible areas of study. Approval must be granted by the NGC Scholarship Committee for consideration of field of study not specifically listed on page 2.
- 3) Funds may be dispersed only to students who are attending school full time as defined by NGC, i.e., 12-graded class hours for under graduate or 9 graded class hours for graduate students. No doctoral program students may apply.
- 4) After the scholarship grant has been submitted to the college or university of the student's choice, it cannot be transferred to another college or university.
- 5) In the event of a change in the student's major to one other than those listed above, or if the student withdraws from school, the balance of grant funds must be returned to:

National Garden Clubs, Inc.
4401 Magnolia Avenue
St. Louis, MO 63110-3492

- 6) Grants are to be disbursed from the Financial Aid Office of the college or university the student is attending. Checks will not be sent directly to students from NGC. Funds will be disbursed according to the particular school's term-system, such as **Semester: \$1,750 per semester; Trimester: \$1,167 per trimester; Quarter: \$875 per quarter.**
- 7) The student and Financial Aid Officer will determine how the money is to be spent: tuition, food, housing, books, etc. The form (see page 10) must be signed by both Financial Aid Officer and by the student making the application. **All questions on the form must be answered.**
- 8) **All applications for NGC scholarships must be sent to the STATE GARDEN CLUB SCHOLARSHIP CHAIRMAN for the state in which the student is a legal resident, and not sent to the NGC Scholarship Chairman.** Please see pages 11-13 for a complete listing of these State Chairmen.

YOUR STATE GARDEN CLUB SCHOLARSHIP CHAIRMAN IS:

Name Mrs. Paul Dapp (Gladys)

Address 2359 Hillside Ave. Williamsport, PA 17701-4268

Phone 570-323-2180 Email gdapp@verizon.net

REQUIREMENTS FOR STUDENT'S PREPARATION OF SCHOLARSHIP APPLICATION

National Garden Clubs, Inc. is offering thirty-five, one-year advanced scholarships for the 2010-2011 academic year, each in the amount of \$3,500.

- 1) These scholarships are available for juniors, seniors and graduate students pursuing a Master's Degree. Sophomores may make applications for the junior year. Doctoral program students are not eligible.
- 2) Applicants must major in Horticulture, Floriculture, Landscape Design, Botany, Biology, Forestry, Agronomy, Conservation, Plant Pathology, Environmental Concerns, City Planning, Land Management and/or other allied subjects. Approval must be granted by the NGC Scholarship Committee for consideration of any field of study not listed on page 2.
- 3) Applicants must be planning a career related to gardening, landscape design, environmental issues, floral design or horticulture.
- 4) **All of the following required materials must be mailed by the student as one complete packet. Nothing on this list should be sent to the State or NGC Scholarship Chairman as separate mailings. All materials must be included, as listed. No exceptions will be made. Do not submit applications in any sort of permanent binder. Do not use page protectors. Application should consist of all required materials, not stapled together so they may be easily taken apart for making copies.**
 - a. *Application form* (page 9) must be typed or computer generated and **must be complete**. No hand written applications, please.
 - b. *Complete official academic transcripts* for all courses taken. **Graduate students must also include transcripts for undergraduate courses**. Transcripts must include latest grading period, minimum of 3.25 GPA required (on 4.0 scale). GPA's must reflect grading periods when the student is enrolled for a minimum of 12 hours (undergraduate student) or 9 hours (graduate student).
 - c. *Letter from applicant*. Discuss goals, background, financial need, and personal commitment to career choice. Limited to **two** typed or computer generated pages. **The Committee will not consider additional pages or other materials.**
 - d. *List of extracurricular activities/honors received*. This should be submitted on a separate sheet of paper, not included within the body of applicant's letter. Students returning to complete (after an absence of time) an advanced academic education or changing of careers should describe their work experience and any extracurricular activities during their absence from academia.
 - e. *Financial Aid Form* (page 10) must be complete, with all questions answered, and signed by both student and Financial Aid Officer.
 - f. *Three letters of recommendation*, which discuss scholastic ability, personal character, work-related experience of applicant. (Each limited to *one* typed or computer generated page.) **No more than 3 letters of one page each will be considered.**
- 5) **Applications must be mailed to the State Garden Club Scholarship Chairman for the state in which applicant is a legal resident, even if the student is attending an out-of-state school.** A student may attend the school of his/her choice in any state if that school is an accredited college or university. See pages 11-13 for listing of all State Garden Club Scholarship Chairmen.
- 6) **The State Garden Club Scholarship Chairman must receive all application materials on or before March 1, 2010. No application received after that date will be considered. No materials should be sent directly to the NGC Scholarship Chairman.**

National Garden Clubs, Inc. (NGC)
APPLICATION FORM FOR ADVANCED SCHOLARSHIP

Full Name _____
Social Security Number _____ Date of Birth _____
Female _____ Male _____ Marital Status _____ Number Of Children _____
Home (Legal) Address _____
City _____ State _____ Zip _____ Phone _____
School Address _____ Zip _____
Email _____ Phone _____
College/University _____
Department Enrolled _____
Major _____ Minor _____
Present Status: Sophomore _____ Junior _____ Senior _____
Fifth Year Landscape Architect _____ Graduate Student _____
Current Cumulative Grade Point Average _____
School(s) Previously Attended _____
Dates _____ Previous GPA _____
When do you expect to graduate? _____ Degree _____
Occupational Objective After Graduation _____
Name of Financial Officer _____
Address _____
Phone _____ Email _____

Application form, along with grade transcript, personal letter by applicant, list of activities, Financial Aid form and letters of recommendation must be sent as one packet to State Garden Club Scholarship Chairman. Application form must be typed. **FINANCIAL AID FORM** is to be mailed by student with other application materials to State Scholarship Chairman. Do not mail directly to National Scholarship Chairman. Application deadline: Must be received by State Garden Club Scholarship Chairman of state in which student is a legal resident on or before March 1, 2010. No Doctoral program students may apply.

PERSONAL LETTER BY APPLICANT: Attach to this application. Letters should discuss background, career goals, financial need, and commitment to chosen field of study. No t to exceed *two* typed or computer generated pages. No additional materials will be accepted.

EXTRACURRICULAR ACTIVITIES AND/OR HONORS RECEIVED: Attach list.

LETTERS OF RECOMMENDATION: Three letters required. Each limited to 1 typed page. Letters should discuss the following scholastic ability, character references, and work experience.

NGC has permission () does not have permission () to include my name, home town and state in listings of scholarship winners for NGC publicity purposes.

STUDENT'S SIGNATURE _____ DATE _____

State Scholarship Chairman Mrs. Paul Dapp (Gladys)
2359 Hillside Ave. Williamsport, PA 17701-4268
570-323-2180 gdapp@verizon.net

**National Garden Clubs, Inc. (NGC)
FINANCIAL AID FORM**

This form must be completed by the Financial Aid Officer of the college or university involved and by the student, and must be signed by both of those individuals.

This information will be held in strictest confidence. It will be made available only to appropriate officials of the college/university and to the members of NGC Scholarship Committee. Since actual financial need is one of the determining factors in the awarding of scholarships, it is necessary that all of the requested information be supplied.

Use the following form to show all ANTICIPATED SOURCES OF FUNDS, including scholarships other than anticipated one from NGC, assistantships, educational insurance policies, etc., as well as all projected costs involved for attending college in the 2010-2011 school year. It is not required that projected resources and expenditures balance.

PLEASE NOTE: The student must mail this form, along with other required application materials, to the State Garden Club Scholarship Chairman of the state in which he/she is a legal resident. Please do not mail directly to the National Garden Clubs, Inc. Scholarship Chairman.

<u>ANTICIPATED RESOURCES</u>	PR	<u>OBJECTED EXPENDITURES</u>
_____ From parent or relative		_____ Tuition & Fees
_____ From personal savings		_____ Housing
_____ Educational Insurance Policies		_____ Board
_____ School-year earnings		_____ Books/Supplies
_____ Grants/Scholarships		_____ Clothing/Laundry
_____ Loans		_____ Transportation
_____ Other:		_____ Other:
_____		_____
_____		_____
_____ Total Funds Available		_____ Total Expenses

THIS WILL AUTHORIZE THE RELEASE OF MY FINANCIAL NEED FORM to the National Garden Clubs, Inc. Scholarship Chairman: Nancy L. Hargroves, 1235 Dover Creek Ln, Manakin Sabot, VA 23103-2532.

STUDENT'S SIGNATURE _____
DATE _____ COLLEGE/UNIVERSITY _____

FINANCIAL AID OFFICER:

Is this student eligible for receiving financial aid at your institution?

Grants/Scholarships: Yes _____ No _____
Student Loans: Yes _____ No _____

Has this student applied for financial aid at your institution? Yes ___ No _____

FINANCIAL AID OFFICER'S SIGNATURE

PRINTED NAME _____
ADDRESS _____
CITY/STATE/ZIP _____
PHONE _____ EXTENSION _____
FAX _____ DATE _____