
Clara McCartt Scholarship Fund

Scholarship Guidelines

Purpose

The Kentucky Baptist Secretaries Association established this scholarship fund to provide financial assistance to students at Kentucky Baptist schools: Clear Creek Baptist Bible College, Southern Baptist Theological Seminary, and Boyce College (hereafter "Qualifying Institutions") who are either (1) enrolled in a degree that could lead to a church secretarial position, or (2) whose parent, grandparent, or spouse is employed in a clerical/office support staff position at a Kentucky Baptist Convention or Southern Baptist Convention church, institution, agency or organization.

Scholarship Selection Committee

The Scholarship Committee of the Board of Directors of the Kentucky Baptist Foundation shall select the scholarship recipients.

Scholarship Award Amount

An equal share of the Distribution Amount will be available to each qualifying applicant. In the event there is not a qualified applicant(s) in a given year, the unused scholarship award(s) shall be reinvested as part of the principal of the scholarship fund.

Eligibility Requirements:

- A. Full-time student enrolled at a Qualifying Institution.
- B. Enrolled in a degree that could lead to a church secretarial position, or whose parent, grandparent, or spouse is employed in a clerical/office support staff position at a Kentucky Baptist Convention or Southern Baptist Convention church, institution, agency or organization.
- C. Kentucky resident.
- D. Member in good standing of a cooperating Kentucky Baptist church.

- E. Must have an unmet financial need as determined by the Financial Aid Office of their qualifying institution.
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Application Process

- A. Application obtained from Financial Aid Office at Qualifying Institution.
 - B. Complete all financial aid forms.
 - C. In addition to application and financial aid forms, must submit two letters of recommendation (one of which must be from the applicant's pastor or another church staff leader).
 - D. Completed application (filled-out application with financial aid forms and letters of recommendation attached) may be submitted to the Financial Aid Office between January 1 and April 15.
 - E. Financial Aid Office shall deliver approved applications to the Kentucky Baptist Foundation on or before May 1.
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Selection Process

The Scholarship Committee of the Board of Directors of the Kentucky Baptist Foundation shall select the number of qualified applicant(s) from each Qualifying Institution with the most unmet financial need as there are scholarship awards available at its regular annual meeting in May.

Renewal

The scholarship is subject to renewal for up to four years, provided the student continues to meet the eligibility requirements.

Thank You Letters

Each scholarship recipient shall send thank you letters to:

- A. The Kentucky Baptist Foundation.
- B. The Kentucky Baptist Secretaries Association. Recipients will also be asked to attend the annual meeting of the Kentucky Baptist Secretaries Association, if possible.

Applicant must be enrolled in a degree program that could lead to a church secretarial position, OR APPLICANT'S PARENT, GRANDPARENT, OR SPOUSE must be employed in a clerical/office support staff position at a Kentucky Baptist Convention or Southern Baptist Convention church, institution, agency or organization.

KENTUCKY BAPTIST FOUNDATION, INC.

**Application for
CLARA MCCARTT SCHOLARSHIP**

Name _____
Last First Middle Initial

Permanent Address: _____
Street City State Zip

Phone: _____
(home/dorm) (cell) (work)

Email: _____

College/University _____

Expected Degree _____

Expected date of graduation from college/university _____
(year)

*Present Church Membership _____
(Name of church and city where church is located)

Father, Guardian or Spouse _____
Last First

Mother, Guardian or Spouse _____
Last First

Parent, Grandparent, or Spouse who is employed in a clerical/office position:

_____ at what KBC or SBC church, institution, agency
(name)

or organization: _____
(name)

Income and Financial Aid:

I hereby give permission to _____
(college/university/seminary)

to give income and financial aid information to the Kentucky Baptist Foundation.

Applicant's Signature

Parent/Spouse Signature

APPLICANT: Please submit two letters of reference -- one from your Pastor and one from another person. The letter from your pastor must include a statement as to whether or not the church is a cooperating affiliated Kentucky Baptist Convention church. *A signature is required from the person writing the letter.*

*If applicant has previously applied for this scholarship and church membership has changed, a new reference letter from your Pastor **must** be submitted with application. The letter from your pastor must include a statement as to whether or not the church is a cooperating affiliated Kentucky Baptist Convention church.

Statement by Financial Aid Officer: I **certify** this applicant meets all of the eligibility requirements of the **CLARA MCCARTT SCHOLARSHIP** for the school year beginning _____ 20 __, and **certify** that the applicant is financially needy as defined by our institution.

Signed _____

Title _____

School _____

Dated _____

(Attach Institutional Student Information Record and Financial Aid Award Information)

FINANCIAL AID OFFICER: EACH RECIPIENT SHALL SEND THANK YOU LETTERS TO: A. THE KENTUCKY BAPTIST FOUNDATION AND B. THE KENTUCKY BAPTIST SECRETARIES ASSOCIATION. RECIPIENTS WILL ALSO BE ASKED TO ATTEND THE ANNUAL MEETING OF THE KENTUCKY BAPTIST SECRETARIES ASSOCIATION, IF POSSIBLE.

I **do not certify** this applicant meets all of the eligibility requirements of the **CLARA MCCARTT SCHOLARSHIP**.

Reason: _____

Signed _____

Title _____

School _____

Dated _____