



2011-12 SCHOLARSHIP APPLICATION INSTRUCTIONS

Each applicant submitting a Kappa Alpha Theta Foundation scholarship application is responsible for reading, understanding, and adhering to the following 2011-12 Scholarship Application Instructions. Failure to thoroughly follow all instructions may result in ineligibility.

The application and instructions in their most up-to-date and accurate format are available online at www.KappaAlphaThetaFoundation.org/scholarships.

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QUESTIONS? CONTACT US!

For any questions not addressed in the application or this guide, please contact the Manager of Programs, Gaylena Merritt at:

email: gmerritt@kappaalphatheta.org *Preferred*

toll-free: 1.800.KAO.1870 *Ask for Theta Foundation, Scholarships*

mail: Kappa Alpha Theta Foundation
Attn: Manager of Programs
8740 Founders Road
Indianapolis, IN 46268

web: www.KappaAlphaThetaFoundation.org/scholarships

***Please note:** Questions will only be answered during normal business hours, Monday through Friday, 8:30 a.m. – 4:30 p.m. Eastern Time, including the day applications are due, February 1, 2012.*

For important updates and announcements about Theta Foundation scholarships and other Theta Foundation facts, announcements, and tips, find us on:

facebook: [Facebook.com/ThetaFoundation](https://www.facebook.com/ThetaFoundation)

twitter: [@ThetaFoundation](https://twitter.com/ThetaFoundation)

2011-2012 SCHOLARSHIP CALENDAR

2011		
November	1	Scholarship application available.
2012		
February	1	Scholarship applications and References' completed recommendation forms due by 11:59 p.m. Eastern Time via ScholarSelect.
May	1	First recipient notifications sent to email addresses on applicants' official Fraternity records.
	24	Acceptance documents due by 11:59 p.m. Eastern Time for recipients notified May 1.
June	1	Second recipient notifications sent to email addresses on applicants' official Fraternity records.
	18	Acceptance documents due by 11:59 p.m. Eastern Time for recipients notified June 1.
	30	Scholarship checks mailed to colleges/universities. Scholarship award packets mailed to recipients.

ELIGIBILITY

- **Initiated members** of Kappa Alpha Theta in good standing with the Fraternity.
- **New members** may apply, but should be initiated by the application deadline.
- Applicants who expect to have **eligible academic expenses** (see below) not funded by other scholarships or grants in the academic year for which they are applying.
- Applicants with applications and References' recommendation forms submitted **by the application deadline**.

Late materials will **not be accepted** for any reason. These include, but are not limited to, applications and References' complete recommendation forms, and, following recipient selection, transcripts, scholarship acceptance forms, and media release forms.

SCHOLARSHIP USES

- Toward academic expenses, including **tuition, books, and course-related fees**.
- During **any term in the academic year** for which they are awarded. *Unused scholarship dollars must be returned to Theta Foundation and cannot be held by the recipient for future academic study.*
- **Full-time** or **part-time** study.

Please note: *Returned scholarships cannot be re-awarded, so please apply only if you expect to have eligible academic expenses. If your plans to attend school or ability to use a scholarship change after submitting a scholarship application, please notify Theta Foundation immediately.*

APPLICATION TIPS

1. **READ INSTRUCTIONS** Review the Scholarship Applications Instructions and the information in the application carefully. *Failure to follow instructions may result in ineligibility.*
2. **PLAN AHEAD** Review the application in advance and gather all information you will need to complete your application. Please note that Theta Foundation reserves the right to request additional information during the review process that may be required for continued eligibility.
3. **CONTACT REFERENCES EARLY** You are responsible for ensuring your References submit complete recommendation forms by the application deadline, February 1, 2012.

Please note: Applications without complete recommendation forms from a Theta Reference and an Academic Reference will not be considered for Theta Foundation scholarships.

Individuals selected to serve as References should know you well or have some personal experience with your achievement.

If a Reference cannot or is not willing to complete a recommendation form on your behalf, you should submit contact information for a different Reference. As a reminder, all References must submit recommendation forms by **11:59 p.m. EST on February 1, 2012.**

4. **CONSULT WITH THETA FOUNDATION** If you have any questions about the application process, please don't hesitate to consult with Theta Foundation's Manager of Programs.
5. **TEST SCHOLARSELECT** Test out the ScholarSelect application system. Make sure you're familiar with its functionality and how to use it.
6. **ALLOW PLENTY OF TIME** Theta Foundation does not accept late applications or recommendation forms. Allow plenty of time to gather the required information and make sure your References' recommendation forms and your application are submitted before the deadline.
7. **PROOFREAD** You are responsible for editing your application for accuracy in content as well as grammar prior to submission. You should make sure your essays are well-written and free of errors. **Poorly written essays will negatively affect your application score.**
Questions answered incorrectly or incompletely may result in ineligibility for awards.
Submission of false or inaccurate information may be reported by Kappa Alpha Theta Foundation to Kappa Alpha Theta Fraternity with a potential impact on Theta membership.
8. **SUBMIT ON TIME** Theta Foundation **will not** accept late materials for any reason. As the applicant, you are responsible for submitting your complete application and verifying that your References have submitted complete recommendation forms. Issues with technology and failure of a Reference to submit a recommendation are not valid excuses for missing the application deadline.

INFORMATION YOU'LL NEED

- KAPPA ALPHA THETA MEMBER ID NUMBER** This is the seven-digit number assigned to you by the Fraternity upon initiation. The Member ID number is required to verify your Theta membership.
 - Providing an incorrect Member ID number may result in ineligibility.
 - Verify your Member ID number by visiting the Fraternity website at <http://bit.ly/ThetaID>. **Please note that you must enter the Reference Code FdnScholar2012.**
 - New Members are encouraged to submit applications after receiving Member ID numbers. If you are initiated November 1, 2011 or after and will not have a Member ID number by the application deadline, please enter the Member ID number 1111111.
- CONTACT INFORMATION FROM YOUR FRATERNITY RECORD**

The contact information on your official Kappa Alpha Theta Fraternity record will be used for all communications: email, phone, and mail. Preferred addresses will be used to determine eligibility for scholarships with criteria that indicate specific geographic areas.

 - Verify/update your contact information at any time during the scholarship process by logging in to www.KappaAlphaTheta.org. If your contact information changes at any point during the scholarship process, please update your record to ensure you receive all scholarship notifications and correspondence.
 - On May 1, 2012, an award notification will be sent to the email address on your official Fraternity record, not the email address registered with ScholarSelect.

*Please note: You will receive automatically generated emails from ScholarSelect. **Do not assume the email address on your official Fraternity record matches your ScholarSelect email address.***
- CURRENT CUMULATIVE GPA**, including the dates covered and your school's GPA/grading scale. If you are selected for a scholarship, Theta Foundation will verify the cumulative GPA listed in your application with the transcript you must submit as part of the award acceptance process.
 - The GPA listed in your application should reflect the bulk of the credits you have taken toward your degree-granting program at the institution that will confer/has conferred your degree. That is, do not list the GPA from summer classes or study abroad programs sponsored by another institution.
 - If you are a first-semester student, please submit your application after you receive your first-semester grades and can indicate a college GPA.
 - Be sure to list the dates covered by your cumulative GPA.
- COLLEGES/UNIVERSITIES ATTENDED** Gather information for each post-secondary institution where you have pursued academic credit, including enrollment dates. If you are currently attending an institution, enter your projected graduation date as the ending date.
- THETA INVOLVEMENT AND NON-THETA ACTIVITIES**
 - Theta Involvement - Briefly describe the primary duties associated with the Theta offices you have held to help evaluators understand the scope of your responsibilities.
 - Non-Theta Activities - Be sure to include descriptive information in the activity title. Remember that evaluators may not be as familiar with the activities. For example, instead of "Lady Knights," be more descriptive with "Lady Knights Basketball Team."
- CONTACT INFORMATION FOR REFERENCES** You are required to submit email addresses and phone numbers for two References: a Theta Reference and an Academic Reference. Theta Foundation/ScholarSelect will send links for the online recommendation form to the email addresses you provide for each Reference.

FREQUENTLY ASKED QUESTIONS

APPLICANT INFORMATION SECTION

WHAT'S MY APPLICATION TYPE?

Application Type is based on your school year classification. Choose your Application Type based on the following:

- **Undergraduate:** Any applicant who will not have earned an undergraduate degree by the upcoming academic year; for example: college freshmen, sophomores, juniors, and non-graduating seniors.
- **Graduate:** Any applicant who has or will have earned an undergraduate degree by the upcoming academic year; for example: graduating seniors and Theta alumnae, including those returning to obtain an additional undergraduate degree.

WHAT NAME SHOULD I PUT ON MY SCHOLARSHIP APPLICATION?

Provide your name as it appears on your Fraternity record; for example: Kathryn A. Smith, rather than Katie A. Smith. You can update or verify the information on your Fraternity record by logging into the Fraternity website at www.KappaAlphaTheta.org.

WHAT'S MY MEMBER ID NUMBER AND HOW DO I FIND IT?

Your Member ID number is the seven-digit number assigned to you by the Fraternity upon initiation. The Member ID number is required to verify your Theta membership. Providing an incorrect Member ID number may result in ineligibility.

You can verify your Member ID number by visiting the Fraternity website at <http://bit.ly/ThetaID>. (See screenshot at right.) Please note that you must enter the Reference Code FdnScholar2012.

Home | Search | Log In

KAPPA ALPHA THETA
TRUE PROMISE

Alumnae Collegians What's New Learn About Theta I Am a Theta

Home > Alumnae > Kappa Alpha Theta Registry > Retrieve Your User Name and Member ID

Officer Portal

Retrieve Your Member ID

Upon your filling in the proper criteria below, your member ID will be e-mailed to you.

Member ID: Your Member ID is a seven-digit number given to you by Theta upon initiation. This is how we are able to identify you for your initial sign-in to the website.

*First Name at Initiation:

*Last Name at Initiation:

*Year of Initiation:

*Chapter Initiated:

Reference Code (Optional):

* Indicates Required Fields.

WHERE DO I ENTER MY CONTACT INFORMATION ON MY APPLICATION?

You do not need to enter your contact information on your application. The email address, primary mailing address, and phone number on your official Kappa Alpha Theta Fraternity record will be used for all communications regarding your scholarship application. You can verify/update your contact information at any time during the scholarship process by logging in to www.KappaAlphaTheta.org.

Please note: You will receive automatically generated emails from ScholarSelect. ***Do not assume the email address on your official Fraternity record matches your ScholarSelect email address.***

HOW DO I UPDATE THE CONTACT INFORMATION ON MY OFFICIAL FRATERNITY RECORD?

1. Sign into the Fraternity website:
www.KappaAlphaTheta.org.
2. On the right side of the screen in the blue and white box showing your Personal Information, select "Need to update or review your Personal Information?"
3. On the next page, select "Update Your Address with Headquarters."
4. Update your contact information. Theta Foundation will use this information for correspondence related to your scholarship application.

You are Logged In » Logout

Welcome **Gaylena**. Now that you have logged in, this site will offer you more personalization.

Please review the following records:

Full Name:
Gaylena Merritt

E-mail:
gmerritt@kappaalphatheta.org

Address:
Indianapolis, IN

You Are:

- An Alumna
- Foundation Manager of Programs
- Volunteer

» Need to update or review your Personal Information?

Update Your Address with Headquarters

Thank you for updating your address online. You will receive an e-mail, along with a message in the Message Center (available on the Alumnae and Colleges tabs), when we have processed the information. Any questions, please contact info@kappaalphatheta.org.

Name & Spouse Information - Last updated on 06/09/2011

Profile: Me

First Name: Gaylena
Preferred First Name: Gaylena
Middle Name:
Last Name: Merritt
Suffix:
Lineage Last Name: Merritt
Birth Day: MM / DD / YYYY
Spouse First Name:
Spouse Last Name:

Contact Information - Last updated on 06/09/2011

E-mail Address: gmerritt@kappaalphatheta.org
(Click on the address to edit)

Home Phone: (113-466-7860)
Cell Phone: (113-466-7860)

Mailing Address - Last updated on 03/14/2011

This is my: Permanent Address

Address 1: 8742 Founders Rd.
Address 2:
City: Indianapolis
State/Province: Indiana
Zip: 46268
Country: USA

ACADEMIC INFORMATION SECTION

MY GPA IS 3.253. CAN I ENTER IT AS 3.3 IN THE SCHOLARSHIP APPLICATION?

No, the GPA you enter must match the cumulative GPA as reported on your most current official transcript from the institution that will confer/has conferred your degree. Similarly, you should not truncate, for example, 3.822 to 3.8.

WHAT DATE RANGE SHOULD I ENTER FOR MY CUMULATIVE GPA?

Enter the dates of the period your cumulative GPA reflects. For example, if you are a second-year student and you list your cumulative GPA as of the end of the 2011 Fall Semester, the dates covered would be (roughly) August 2010-December 2011.

WHAT IF MY SCHOOL DOESN'T CALCULATE GPA?

If your school doesn't calculate numeric GPA, indicate "N/A" for the Cumulative GPA. For the GPA Scale item, select "Other" and provide a description of the grading scale your school uses. Examples include: Pass/Fail, quartiles, Honors/Pass/Fail, etc.

WHY ISN'T MY MAJOR LISTED AS AN OPTION FOR "FIELD OF STUDY"?

"Field of Study" is used to identify your eligibility for scholarships with criteria that specify particular fields. The options provided allow Theta Foundation to match your qualifications with award criteria. If your specific field of study is not listed, choose the field that most accurately describes your focus and indicate your particular major in "Major/Concentration."

ACADEMIC HISTORY SECTION

HOW DO I FILL OUT THE ACADEMIC HISTORY SECTION?

List the post-secondary institutions you have attended in reverse chronological order, beginning with your current/most recent college/university. Indicate the school name and month/year you began and ended your attendance. If you are currently attending an institution, enter your projected graduation date as the ending date.

KAPPA ALPHA THETA INVOLVEMENT SECTION

WHAT DO EACH OF THE “SPECIAL QUALIFICATIONS” CATEGORIES MEAN?

- **Legacy:** You are considered a Legacy member if your mother, sister, grandmother, or great-grandmother was a Theta AND your legacy relationship is on record with Kappa Alpha Theta Fraternity.
- **Educational Leadership Consultant:** If you are currently serving/have served as a Kappa Alpha Theta ELC, select this qualification.
- **Panhellenic Involvement:** If you have served as a Panhellenic officer or on a Panhellenic committee, you should indicate this qualification.

ESSAY SECTIONS

WHAT ARE THE ESSAY PROMPTS?

Applicants are required to provide three essays of approximately 500 words each:

- **Highest Scholarship:** Citing specific and compelling examples, explain how you fulfill Kappa Alpha Theta’s intellectual aim of “highest scholarship.”
- **Widest Influence for Good:** Describe one character trait, non-Theta life lesson, or non-Theta life experience that will best help you contribute to your community (outside of Theta involvement) in the future.
- **Love:** One of Kappa Alpha Theta’s four founders, Bettie Locke Hamilton, was among the first group of women admitted to Indiana Asbury, now known as DePauw University.

When describing their admission to Indiana Asbury, Bettie said, “[W]e realized somehow that we weren’t going to college just for ourselves, but for all the girls who could follow after us—if we could just win out.”

Describe your role in this tradition of succeeding not just for your own benefit, but for the Thetas who will “follow after” you.

REFERENCES SECTION

WHO SHOULD I ASK TO SERVE AS MY REFERENCES?

In order for your application to be considered, it must include complete recommendations from a Theta Reference and an Academic Reference. Individuals you request to serve as References should know you well or have some personal experience with your achievement.

Prior to submitting their contact information, you should verify their email addresses and that the individuals are willing and able to complete the recommendations before 11:59 p.m. EST on February 1, 2012.

The following individuals are **INELIGIBLE** to serve as References:

- Your relatives, particularly members of your immediate family, whether or not you live in the same household
- Current Theta Foundation scholarship applicants

Submission of a recommendation form by an ineligible Reference will result in a loss of points and possible ineligibility.

Individuals who are ELIGIBLE to serve as References:

▪ **Theta Reference**

Undergraduate applicants, preference is as follows:

1. Theta advisor with whom you've worked.
2. Theta alumna.
3. Current or former Theta chapter officer.
4. Theta collegian who has been a member for a minimum of one calendar year.

Graduate applicants:

1. Theta reference must be a Theta alumna.

▪ **Academic Reference**

All applicants:

- An Academic Reference from your current school is preferred.
- The Reference should be knowledgeable about your academic performance and should have worked with you in an academic/instructional setting.

Graduate applicants:

- If you are returning to graduate school and are not currently enrolled in a degree-granting program, your Academic Reference may be an employer/community member.

WHEN IS THE DEADLINE FOR MY REFERENCES TO SUBMIT THEIR ONLINE RECOMMENDATION FORMS?

Recommendations must be completed online via the links sent to your References by **11:59 p.m. EST on February 1, 2012.**

As the applicant, YOU are responsible for ensuring your References submit their completed recommendation forms by the deadline.

I DON'T SEE THE FORM I NEED TO SEND TO MY REFERENCES. HOW DO THEY RECEIVE THE INFORMATION?

ScholarSelect will automatically send links to the recommendation forms to the email addresses you submit in the Reference section. It may help to notify your References before you submit their contact information so they expect the emails from ScholarSelect.

HOW WILL I KNOW WHEN MY REFERENCES HAVE SUBMITTED COMPLETE RECOMMENDATION FORMS?

You will receive email confirmations:

- After you have successfully entered your References' contact information.
- After your References have submitted their complete recommendation forms.

Please note:

- If you do not receive email confirmations, do not assume you have properly submitted your References' contact information or that your References have submitted complete recommendation forms.
- You are responsible for ensuring your References submit complete recommendation forms before 11:59 p.m. EST on February 1, 2012.

APPLICANT/RECIPIENT NOTIFICATIONS

On the first recipient notification date, May 1, 2012, Theta Foundation will notify each scholarship applicant via email whether or not she was selected as a scholarship recipient. Notifications will be sent to the preferred email address listed on your official Kappa Alpha Theta Fraternity record. This information can be updated at any time by logging in to the Fraternity website at www.KappaAlphaTheta.org.

Applicants who do not receive email notification within 24 hours of the first recipient notification date should contact the Theta Foundation Manager of Programs at gmeritt@kappaalphatheta.org regarding their selection for a scholarship.

In the event that any initially-selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by the deadline, a new recipient will be selected. New recipients will be notified via email on the second recipient notification date, June 1, 2012.

RECIPIENT EXPECTATIONS

Recipients will be required to submit the following acceptance documents:

- **An official transcript** - Will not need to reflect Spring Semester grades. If Spring Semester grades are reflected, Theta Foundation will reference your academic information (such as GPA) based on the date indicated on your application.
- **Scholarship acceptance form** - Requires an original signature, no exceptions.
- **Media release form**

Failure to submit all information required, to verify information submitted in your application, or to do so by the award acceptance deadline **will result in forfeiture of the award and selection of a new recipient.**

Complete information about acceptance requirements and deadlines will be provided in the official selection notification messages.

Scholarship recipients who are unable to accept or use their awards for any reason should notify Theta Foundation immediately to ensure all scholarship funding can be awarded to a deserving Theta.