



The Charles Martin Touch a Life Scholarship

Dream Big. Set Goals. Commit to Achieving Them.



CHARLES MARTIN “TOUCH A LIFE” SCHOLARSHIP PROGRAM

An initiative of the African American Community Fund of the Community Foundation of St. Joseph County

The Charles Martin “Touch a Life” Scholarship was established to create a meaningful and lasting tribute to this remarkable man. The Charles Martin “Touch a Life” Scholarship provides academically motivated African American students from St. Joseph County tuition assistance and an opportunity to give back to their community while gaining meaningful work experience in the process. This will be accomplished through a summer internship program involving some of St. Joseph County’s best nonprofit agencies. Scholarship recipients will be required to fulfill a 250-hour paid internship each summer in order to be eligible for up to \$7,500 annually, including a \$2,500 internship stipend and up to \$5,000 in tuition assistance.¹ The scholarship is renewable up to four years. Each student who receives a Charles Martin “Touch a Life” Scholarship will be connected with a network of Mr. Martin’s former students. Those students will keep in touch with the young scholar throughout his or her college journey, offering encouragement, inspiration, and advice, just as Mr. Martin did.

SELECTION CRITERIA

Students must meet the following criteria to be considered for a Charles Martin “Touch a Life” Scholarship:

- ❖ be of African American descent;
- ❖ be a resident of St. Joseph County, Indiana;
- ❖ graduate from an accredited Indiana high school by June 30th of the application year;
- ❖ intend to pursue a full-time associate or baccalaureate course of study beginning in the Fall of the application year at an accredited public or private college or university;
- ❖ possess a minimum cumulative GPA of 2.5 and be in good academic standing;
- ❖ demonstrate financial need.

*Eligibility Note: *Students whose tuition is completely covered to the school they decide to attend either through, 1) a tuition specific scholarship or, 2) a tuition benefit that meets or exceeds the cost of tuition due to their parent(s)/guardian(s) place of employment (either at that institution or another), will not be eligible for this scholarship.*

Note: 21st Century Scholars are eligible to apply. In addition, family members of those serving on the scholarship nomination committee or Community Foundation staff are deemed ineligible (defined as spouses, lineal descendants and their spouses, siblings and their spouses).

REQUIRED DOCUMENTS

- Typewritten** application form using the **General Application Form**. (Downloadable at www.cfsjc.org/scholarships)
- Charles Martin “Touch a Life” Scholarship **Signature Form**.
- 1-page **letter of recommendation** from a person in a leadership position who knows you well (e.g. teacher, principal, guidance counselor, pastor, employer, youth worker) submitted with the application in a separate, sealed envelope, with the author’s signature across the seal. Letters should not come from family members.
- Official **transcript** through senior year, fall semester (7th semester). Failure to provide an official transcript in the application packet will cause the application to be ineligible.
- Official copy of **ACT/SAT results** (results listed on your official transcript will be accepted).
- To demonstrate financial need, applicants must complete a **College Costs Estimator form** which can be found at www.indianacollegecosts.org. When you complete the form you can immediately access your results. In order for your application to be complete, **students must forward these results listing the Expected Family Contribution (EFC)** to the Community Foundation. This is due no later than March 1.
 - To find your results, go to “My Account” on the Estimator site and click “My Submitted Estimators.” This should take you to your completed Estimator. At the top of the page, click on the “Results” tab. This tab should contain your Expected Family Contribution (EFC). Print this page. This is due with your application, no later than March 1st.



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APPLICATION SUBMISSION GUIDELINES

Please follow these guidelines for ease of duplication.

- ❖ **Do not staple or fold application** (transcripts and letters of recommendation may be exceptions)
- ❖ Application and letter of reference must be **typewritten**. (Handwritten applications will not be accepted.)
- ❖ All materials submitted must be clean, legible copies.
- ❖ Please submit one sided copies only.
- ❖ Additional information that has not been requested will not be accepted.
- ❖ **Incomplete applications will not be considered. There will be no exceptions.**

Application deadline is **March 1st**. Applications must be **received (not postmarked)** at the Community Foundation office by **5:00 p.m., March 1, 2018**. Applications can be mailed to the Community Foundation at P.O. Box 837, South Bend, IN 46624 or submitted in person at 205 W. Jefferson, Suite 610 (northwest corner of Jefferson and Main in downtown South Bend). It is the responsibility of the student to ensure the application is complete and all materials are received by the Foundation on or before the deadline. **Late or incomplete applications will not be considered.**

The Selection Committee will base its decision on the following criteria: GPA, SAT score, class rank, financial need, demonstrated leadership, involvement in school-related and community activities, employment history, written essays, and letter of recommendation. Finalists will be personally interviewed. **The process and applicants' status is held in strict confidence.** Questions? Contact Emily Slatt, Program Officer, at (574) 232-0041 or emily@cfsjc.org.

¹

An exception may be made for one summer if a student has a requirement for their major that must be completed. The \$2,500 stipend will be forfeited for that summer, but the \$5,000 scholarship may still be awarded. Only one exception will be made. If an exception is not made and the student does not complete the summer internship for whatever reason, the student will forfeit the \$5,000 scholarship for that year.