



January 2, 2015

Dear Friend:

The Board of Trustees and Staff of New Directions Career Center, in collaboration with the Human Resources Association of Central Ohio, are pleased to announce the 2015 *Tammy L. Evans Memorial Scholarship* application process. As a graduate of one of our core programs, we would like to invite you to apply for this scholarship opportunity. Enclosed you will find a more detailed description of the scholarship itself, as well as the application and submission instructions.

Established in late 2014, the *Tammy L. Evans Memorial Scholarship* is awarded annually in memory of Tammy L. Evans, a former volunteer at New Directions Career Center and Vice-President, Workforce Readiness Committee, within the Human Resources Association of Central Ohio. Tammy's intelligence, knowledge, and professionalism positively affected the lives of all of the men and women with whom she worked. It is through this scholarship, established by the Human Resources Association of Central Ohio following her 2014 death that her family, friends, and New Directions Career Center honor her memory and the lasting impact she made on the Center, and its clients, as well as the members of the Human Resources Association of Central Ohio and the Central Ohio community at large.

In order to be eligible for the *Tammy L. Evans Memorial Scholarship*, applicants must have:

- Successfully completed a core NDCC program between July 1, 2012 and June 30, 2014
Core programs include:
 - *New Directions*
 - *Creating Career Options*
 - *Advanced Career Techniques*
 - *E³ – Educate, Empower, Elevate*
- Intent to further career, education, or personal growth within the Human Resources field
- Demonstrated need for financial assistance
- A specific plan that could be furthered in the 2015/2016 academic year with the three-thousand dollar (\$3,000.00) *Tammy L. Evans Memorial Scholarship*.

Application materials must be received by New Directions Career Center, 199 East Rich Street, Columbus OH 43215, no later than 4:30pm on Friday, February 13, 2015 in order to be considered. Absolutely no exceptions to this deadline will be made for any reason.

Please take this opportunity to review the details of this scholarship and consider how it could assist you in achieving your goals. We hope to hear from you no later than 4:30pm on February 13, 2015.

Sincerely,

Sharron Simons
Chairperson
Tammy L. Evans Memorial Scholarship Committee

Linda C. Warden
Executive Director
New Directions Career Center

TAMMY L. EVANS MEMORIAL SCHOLARSHIP

Overview of the Evans Scholarship:

New Directions Career Center (NDCC), a nonprofit organization founded in 1980, provides programs and services that help women achieve and maintain economic self-sufficiency. The Center offers a scholarship of three-thousand dollars (\$3,000.00) made possible by the Human Resources Association of Central Ohio (HRACO) in memory of Tammy L. Evans, who volunteered at the Center and served in a leadership capacity as Vice-President, Workforce Readiness Committee, of the Human Resources Association of Central Ohio.

All Evans Scholarship money will be paid directly from the scholarship fund to the training and/or educational institution of the recipient's choice no later than December 30, 2015. The winning graduate may only use this scholarship money for tuition or educational fees **required** by the training and/or educational institution to support their program of study in Human Resources. Any questions about how Evans Scholarship funds may be used within the Human Resources area will be decided at the discretion of the Evans Scholarship Committee.

The Evans Scholarship Committee, which is a committee of the New Directions Career Center Board of Trustees, will review the applications and may choose to interview the applicants as part of the process. The Committee will recommend one applicant to the Executive Director as the person to receive the Evans Scholarship funds. Any questions regarding the award, its requirements, or process should be directed to the Employment Specialist at New Directions Career Center, who is also a member of the Human Resources Association of Central Ohio. The decisions of the Committee and of the Executive Director are final.

The Evans Scholarship is an exciting opportunity for New Directions Career Center and the Human Resources Association of Central Ohio to honor a past leader within the Human Resources field in a way that she would have liked to be remembered. It is Tammy's compassion, patience, sincere concern, and effective support of individuals in professional transition that we memorialize through this scholarship. We look forward to reading the submissions and helping a graduate in his or her process of realizing a change in their life.

Things for Applicants to Keep in Mind:

- Evans Scholarship Applications must be received by New Directions Career Center no later than 4:30pm on Friday, February 13, 2014. There will be **no exceptions** made to this deadline for any reason.
- **Completed** applications may be submitted:

In person or by mail to: New Directions Career Center Attn: Evans Scholarship Committee 199 E. Rich Street Columbus, OH 43215	Electronically by email to: robrien@ewdirectionscc.org
	<u>No faxes will be accepted.</u>
- There is no required length for answers to the application questions. You are encouraged to answer all questions fully and to the best of your ability to ensure that you provide complete information in all areas. You must include the required documents outlined in the Application Checklist; however, feel free to add other materials in addition to the required documents that will enhance your submission. Please be aware, however, that originals must be kept with the submission and cannot be returned. ***It is recommended that you keep a copy of the materials you submit for your records.***
- Applications must be submitted in complete and final format. Additional materials will not be accepted at a later date. Incomplete applications will not be considered.
- The Evans Scholarship Committee may choose to interview applicants as part of the selection process. If interviews are requested by the committee they will be scheduled with select individual applicants at a later date.

TAMMY L. EVANS MEMORIAL SCHOLARSHIP

Name: _____

Application Checklist

All supporting materials must be received with your completed application at the New Directions Career Center by the advertised deadline. Materials must be submitted together in their entirety.

At a minimum your application must include:

- This Application Checklist**
- A Completed Evans Memorial Scholarship Application Form**
- Current Résumé**
Attach an up-to-date résumé. Make sure that your résumé covers **education completed and work history**, including a brief description of the duties for each job that you have held. Please explain any gaps of more than six months in your employment history.
- Brief Autobiography**
Submit a one-page, typed autobiography to help the committee get to know you. Include information about your background, family, and any barriers you may have faced and/or overcome.
- Proof of Enrollment in a Human Resources Program (i.e. Current Transcript, Acceptance Letter, Class Schedule)**
- Proof of Tuition Costs (i.e. Statement of Account, Tuition Table)**
- Financial Aid Award Letter (if applicable)**
Document other funding sources obtained for your education. (Proof of grants, loans, etc.)
- Program Brochure**
Copies of brochures, course plan, or similar materials about the educational program for which you are requesting funding
- TWO (2) Letters of Recommendation with Completed Scholarship Reference Forms**
Completed scholarship reference forms from two (2) people (*not family members*) who know you well and understand why you are requesting this scholarship. At least one of the reference forms should be from someone who knows you in a professional capacity, such as through school, work, or volunteer/community activities.

*Please note: NDCC staff and/or HRACO members may **not** write letters of recommendation for this scholarship.*

Each professional letter of reference must be printed on letterhead and include the person's:

- Title, telephone number and
- An explanation of how long and in what capacity (*personal or professional*) he or she knows you

Each letter of reference, whether personal or professional, must be submitted (along with the Reference Form) in a sealed envelope with the referee's signature across the seal.