

Outright Grants Program

Stephen Bufton Memorial Educational Fund

APPLICANT INSTRUCTIONS AND APPLICATION/2007-2008 Fiscal Year

(Applications processed between Aug. 1, 2007, and June 1, 2008)

The Stephen Bufton Memorial Educational Fund (SBMEF) is the national scholarship fund of the American Business Women's Association (ABWA). ABWA is an organization that provides business information and career development opportunities to a national network of working women and business owners throughout every stage of their careers. The Association also offers a program for student members. With approximately 40,000 members and 1,000 local chapter and Express Networks nationwide, ABWA helps women gain a lifetime of professional advancement and personal growth.

SBMEF was established to help women secure the education needed to achieve their business and professional goals. The fund is named in memory of the son of ABWA founder Hilary A. Bufton Jr. and Ruth H. Bufton. Since its inception in 1953, SBMEF has awarded more than \$15 million to fund the education of women.

This form provides the scholarship guidelines, candidate eligibility requirements and procedures for submitting an SBMEF application. To apply, complete this form in full (application on reverse) and attach all required supplemental materials. Return the application and attachments to the ABWA chapter/Express Network that you wish to sponsor you.

Scholarship Guidelines:

- The maximum grant amount awarded for each student is \$1,500 per year.
- Each grant awarded is for one academic year and is not automatically renewable. Recipients may apply for funding in subsequent years as long as they meet eligibility requirements.
- Funds awarded may be used only for tuition, books and fees. In the event that the applicant receives full funding of tuition, the funds must be returned to SBMEF.
- The SBMEF Board of Trustees (ABWA National Board of Directors) serves as the selection board for awarding all grants.
- Checks for grants awarded are made payable to the educational institution the applicant will be attending.
- Outright grants are not to be repaid.

Applicant Eligibility Requirements:

Those eligible to apply for SBMEF funding are women who:

- are citizens of the United States;
- are at least at the sophomore level in college (completed 45 credit hours or more) when applying for funds to be used the following year (when 60 or more credit hours have been completed);
- are sponsored by an ABWA chapter/network, although they do not have to be a member of the sponsoring chapter/network or of the Association.
- have achieved a cumulative grade point average (GPA) of 2.5 or better on a 4.0 scale.
- are seeking a baccalaureate degree or higher.
- are applying to an institution authorized to confer degrees at the baccalaureate level or higher in the United States or its possessions, territories or districts.

Procedures for applying:

1. Obtain an official SBMEF application for the current year from the chapter/Express Network you would like to sponsor you and carefully review the scholarship guidelines and eligibility requirements.
2. Complete the SBMEF candidate application form in full.
3. Attach official transcripts of all college-level coursework, including grades.
4. Attach three current letters of reference from individuals who are not related to you.
5. Attach a **short** biographical sketch, no longer than **one typed page, labeled with your name at the top.**
The sketch may include information about your background, school activities, outside interests, honors and awards, work experience, community service, etc. Also, describe your short- and long-term goals.

Return completed application (on reverse side) by April 30, 2008 to:

Chapter/Express Network Name Kathryn Whipple

c/o Professional Development Chair/Express Network Officer Scholarship Chairman

Mailing Address 2810 Thousand Oaks #242

City, State and ZIP Code San Antonio, TX 78232 Day phone 210-496-7531

January 13, 2008

To All Interested Parties:

Enclosed is an application for the 2008 Connections Chapter Special Scholarship.

Please note that the deadline for receipt of the completed application and associated documents at ABWA National Headquarters is March 28, 2008.

Send to:

*The Stephen Bufton Memorial Educational Fund
ABWA National Headquarters
9100 Ward Parkway, PO Box 8728
Kansas City, MO 64114-0728*

The winner will be notified in May and asked to attend our chapter meeting.

Thank you for your interest in applying.

Sincerely,

*Kathryn Whipple
Connections Chapter, ABWA*

enclosure

2007-2008 SBMEF Outright Grant Application

All areas must be completed for consideration

Name _____
Last First Middle Initial

ABWA member number (if applicable) _____

Daytime Telephone Number (include area code) _____

Present Address _____
Street City, State and ZIP

U.S. Citizen? Yes No E-Mail Address _____

If the address given above is your temporary address while attending school, provide the name and permanent address of someone through whom you can always be contacted:

Name _____ Relationship _____

Address _____
Street City, State and ZIP

Amount of SBMEF funding for which you are applying: \$ _____ outright grant (\$1,500 maximum)

Have you previously received scholarship assistance from an ABWA chapter/network? Yes No

If yes: How many chapter/network scholarships have you received? _____ Total amount \$ _____

Have you previously received funding through SBMEF? Yes No

If yes: How many _____ Total amount \$ _____
grants?

Do you have outstanding education loans (other than SBMEF)? Yes No Total amount \$ _____

What is your cumulative unweighted grade point average (GPA)? _____ (on a 4.0 scale -- do not round)

At the beginning of the academic term for which funding is sought:

Name and address of school you will be attending

What will your academic classification be? Junior Senior Graduate student

How many hours have you completed? _____ Additional hours needed to complete degree? _____

You will be attending school: Part time Full time

Field of Study _____ Career objective _____

Degree you will receive _____ Expected completion date _____

Date term begins _____ Month/Year

Expenses (Aug. 1 - July 31):

Tuition and fees - \$ _____

Books - \$ _____

As required, I have attached: official transcripts 3 letters of reference one-page biographical sketch

I attest that all applicant information is complete and accurate.

Applicant Signature

Date

2008 CONNECTIONS CHAPTER SPECIAL SCHOLARSHIP

STEPHEN BUFTON MEMORIAL EDUCATIONAL FUND

Field of Study: **Not specified**

Amount of Scholarship: **\$2,000**

Scholarship Guidelines:

- *The scholarship is for a one-time issuance and is not automatically renewable.*
- *Checks for approved candidates are issued to the educational institution for the recipient.*
- *Funds are limited to tuition, books and fees.*
- *ABWA members or individuals who are related to members of the ABWA may apply.*

Candidate Eligibility Requirements:

Women who:

- *are citizens of the United States of America and residents of Texas.*
- *will be college Freshman, Sophomore, Junior, Senior or Graduate level in August, 2008.*
- *are attending or have been accepted at an accredited college or university that is authorized to confer degrees at or above the baccalaureate level.*
- *have achieved a cumulative grade point average (GPA) of 2.5 or better on a 4.0 scale*

Procedures/Checklist:

- ☐ *Candidate must be provided with an official application, a copy of the guidelines, candidate eligibility requirements and procedures.*
- ☐ *Candidate must complete in full the Connections Chapter Special Scholarship Application.*
- ☐ *Candidate must provide a short biographical sketch (**one typed page**, labeled with her name at the top). The sketch must include career objectives in applicant's field of study and any information that would have a bearing on the application.*
- ☐ *Candidate must provide an official transcript. (No Internet copies, photocopies, or student copies accepted)*
- ☐ *Candidate must provide three current letters of reference from persons other than relatives.*
- ☐ *Candidate sends the application and all supporting documents together in one envelope to: SBMEF/ ABWA National Headquarters, 9100 Ward Parkway, PO Box 8728, Kansas City, MO 64114-0728*
- ☐ *Application deadline is **March 28, 2008** and must be received by that date to be considered.*

SBMEF administrator verifies the application and forwards it to the Trustees who serve as the selection board. The winner will be notified in May. The check will be mailed to the Connections Chapter president for presentation to the winner. To receive a list of chapter special scholarship winners, send a stamped, self-addressed envelope with your request to the address above.

Disclaimer: Your application will be accepted only if it meets each of the requirements in the candidate eligibility section, if it and all supporting documents are official, and if it is one of the first 10 eligible applications received.

FOR IMMEDIATE RELEASE

Contact: Kathryn Whipple

CONNECTIONS Chapter of the American Business Women's Association Announces Special Scholarship

San Antonio, Texas – The Connections Chapter of the American Business Women's Association (ABWA) is funding a special scholarship through the Stephen Bufton Memorial Educational Fund (SBMEF), the chapter announced today. The field of study is not specified and the scholarship will be awarded in the amount of \$2000.

In order to be eligible for scholarship consideration, candidates must be women who: (1) are citizens of the United States and residents of Texas; (2) will be college Freshman, Sophomore, Junior, Senior or Graduate level in Aug. 2008; (3) are attending or have been accepted at an accredited college or university authorized to confer degrees at least at the baccalaureate level or higher; and (4) have achieved a cumulative grade point average 2.5 of GPA or better on a 4.0 scale.

To receive an application, interested parties should send an email to Kathryn@donevirtually.com, or a stamped, self-addressed envelope to:

CONNECTIONS CHAPTER
Kathryn Whipple
2810 Thousand Oaks #242
San Antonio TX 78232

Trustees of SBMEF serve as the selection board for this scholarship. Applications are due at ABWA National Headquarters in Kansas City, Mo., by March 28, 2008. The winner will be notified in May. Each one-time scholarship is not renewable. A check will be issued jointly to the educational institution for the recipient. Funds are limited to tuition, books and fees.

Background

CONNECTIONS Chapter of ABWA is part of a national network of businesswomen. Founded in 1949, ABWA is a 45,000 member strong association with chapters and Express Networks nationwide, providing business skills training and networking opportunities for women of diverse occupations to enhance career advancement and personal development. ABWA has dedicated more than half a century to women's education and provided workplace skills and career development training for more than 545,000 members.

SBMEF is a charitable trust and public foundation. It has the same tax status as public schools, churches and community funds. The Fund is listed in the IRS "Cumulative List of Organizations" described in Section 170(c) of the Internal Revenue Code of 1954 – revised Oct. 31, 1974.

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2008 CONNECTIONS CHAPTER SPECIAL SCHOLARSHIP CANDIDATE APPLICATION

\$2000

*Please type or print. Show N/A for not applicable*ALL areas must be completed for consideration

Name	Last	First	Middle
Initial			

Resident Address	Street	City, State and Zip Code
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Telephone ()	()	Email
Home	Business	

U.S. Citizen? _____ Date of Birth _____ Marital Status _____

If you prefer to be contacted at a temporary address, please list below:

Last Name	First	Middle Initial
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Street Address	City, State and Zip Code
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Have you ever received SBMEF assistance? ☐ Yes ☐ No ☐ Grant ☐ Loan
 \$ _____

Name and address of the college or university you will attend (**must confer at a minimum a bachelor degree**)

Academic classification as of August 1, 2008:

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate StudentCumulative Grade Point Average _____ (Based on a **4.0** scale/Do **NOT** round off)

Hours Completed _____ Additional hours needed to complete degree _____

☐ Attending full time ☐ Attending part time Expected completion date _____

Field of study _____ Degree you will receive _____

Applicant Checklist

☐ Application ☐ Official Transcript ☐ Biographical Sketch ☐ 3 letters of reference ☐ Read the Eligibility Disclaimer**ALL MUST BE MAILED TOGETHER IN ONE ENVELOPE**

Date term begins _____	Expenses per:	Tuition/fees	\$ _____
(check one)		Books	\$ _____
<input type="checkbox"/> quarter		TOTAL	\$ _____
<input type="checkbox"/> semester			
<input type="checkbox"/> trimester			

I attest that all candidate information is complete and accurate. _____

Candidate's Signature

Date