

The Peggy & Jack Baskin Foundation

BASKIN FOUNDATION SCHOLARSHIP 2012-2013 GUIDELINES AND APPLICATION

The Peggy and Jack Baskin Foundation Scholarship seeks out bright, highly motivated, underprivileged women attending Cabrillo, Hartnell or Monterey Peninsula College with a strong potential for making a difference in their community, including women who are re-entering the workforce. The program provides one or more students from each participating college a \$20,000 scholarship over two years. Students must be enrolled in one of these three community colleges and dedicated to enrolling in and completing their junior and senior years of their college education as full-time students at a University of California campus. Award decisions are made by the Board of Directors of the Peggy and Jack Baskin Foundation based on the recommendations of the president of the community college.

Student Application Deadline: March 1, 2012

REQUIREMENTS

Scholarship recipients must be participants for at least one full year in one of the following schools: Cabrillo, Hartnell or Monterey Peninsula College. Students must use all scholarship funds within two years of community college graduation. Students must be admitted to and enrolled in a University of California campus to receive funds and must maintain good academic standing, and a minimum 2.0 term GPA. Students who fall below a 2.0 term GPA or do not maintain full-time enrollment during their time in the UC system will lose Baskin Foundation scholarship monies. Quarter/semester updates of student progress must be given to The Peggy and Jack Baskin Foundation at the end of each term. Upon enrollment, the Foundation provides the funds directly to the UC campus each relevant semester. The UC will release the funds only after the student has signed and submitted the Eligibility Verification form to the financial aid/scholarship office.

Each of the participating community colleges may nominate up to three students who meet the following scholarship criteria:

- a woman
- a history of outstanding academic and extracurricular success despite socioeconomic hardship
- an intent to give back to the community, in the United States
- a California resident
- a U.S. citizen or eligible noncitizen with an Alien Registration Number
- a current student at Cabrillo, Hartnell or Monterey Peninsula College
- a cumulative GPA of 3.0 or higher
- eligible for financial aid and not currently in default on a Title IV student loan
- eligible for fall 2011 admission to a UC campus as a new junior-level transfer student
- nominated to The Peggy and Jack Baskin Foundation Scholarship by the president of the respective community college

GUIDELINES FOR THE PARTICIPATING COMMUNITY COLLEGE

- The community college president must nominate three women to be considered for this scholarship and provide the Foundation with the profiles and pertinent data according to the application details below.
- By March 15 (two weeks after the student application deadline), the community college must provide the Baskin Foundation with the complete student information packet for the top three candidates. The packet must include a copy of the Information Release Form signed by the student and Community College representative so that the Baskin Foundation can obtain relevant information regarding the student's financial aid, grades, transfer records, etc. (Note that the student will sign another copy of this form to give to the UC campus.)
- The community college and/or student will notify the Foundation of student admittance to a UC campus selected by the student.
- In March, the Baskin Foundation will review the profiles and select one student from each college as the scholarship recipient. The Foundation will notify the community college counselor by April 16. The counselor will inform the scholarship recipients of their award.

GUIDELINES FOR THE PARTICIPATING UNIVERSITY OF CALIFORNIA CAMPUS

- Prior to the student's registering for classes, the UC campus will confirm receipt and signature of the student's signed information release form so that the Baskin Foundation can obtain relevant information regarding the student's financial aid, grades, transfer records, etc.
- The Baskin Foundation will make direct payments to the UC campus at the start of the fall and spring terms. The UC campus will not administer funds until a copy of the Eligibility Verification Form has been signed by the student and submitted to the Scholarship or Financial Aid Office.
- Once the funds have been received, the UC campus will send a confirmation letter to the Baskin Foundation.
- Once the student has enrolled, the UC campus will send an enrollment verification letter to the Baskin Foundation.
- The UC will approve a brief quarter/semester update on how the student is progressing as she attends the university.
- The UC campus will hold funds and immediately inform the Foundation if the student's term GPA falls below 2.0 or if the student drops to part-time student status at any time during the student's two year enrollment.
- The UC campus' financial aid department will assist the Foundation in ascertaining relevant dates specific to their campus: tuition bill date, availability of final grades, etc.

STUDENT APPLICATION AND FOLLOW UP INSTRUCTIONS

- Please read through this entire document to familiarize yourself with the process and ensure your eligibility before completing the application.
- Apply for fall 2013 admission to one or more UC campuses by filing the UC Application for Undergraduate Admission and Scholarships by the November, 2013 deadline: www.universityofcalifornia.edu/apply
- By March 1, applicants must provide the community college counselor or scholarship coordinator a packet containing the following information:
 - complete student application (see below)
 - resume, including work/volunteer history
 - official transcript(s), including a current GPA
 - two letters of recommendation, including at least one from an academic instructor
 - personal statement with an explanation of future goals, including an articulation of how the student will give back to her local community in the United States
 - information release form signed by student and community college representative
- Apply for financial aid by filing the Free Application for Federal Student Aid (FAFSA) by the March 2013 deadline
- By late March, the student and/or community college counselor will notify the Foundation of the student's admittance to a University of California campus.
- The Baskin Foundation will notify the community college counselor who will inform the scholarship recipients of their award by April 16.
- Once admitted to a UC campus, the student must sign the information release form to allow the Foundation to receive quarter/semester updates from the UC campus. The form must be submitted to the UC campus and to the Foundation.
- The student will assist the UC financial aid department in collecting information for the quarter/semester updates. After obtaining the signature of the UC counselor/representative, the student will send the form to the Foundation.
- The student must maintain a minimum 2.0 term GPA. Students who fall below a 3.0 term GPA must submit a performance plan with the quarter/semester update. The student must also maintain full-time enrollment. Failing to meet these requirements will result in a loss of funds.

Timeline

✓ March 1	Student Application due to Community College
✓ March 15	Selected Applications due to the Peggy and Jack Baskin Foundation (submitted by the community college)
✓ March 15-April 16	The Baskin Foundation will review and select award recipients
✓ March 15-April 1	Community college and/or student will notify the Baskin Foundation of the admittance of the student to the University of California campus
✓ April 16	The Foundation will notify the community college who will then notify the student if she was (or was not) selected for a scholarship.
✓ September	Awardees must postmark or email enrollment verification.
✓ September 15	1st half of year one scholarship amount will be submitted to the UC campus. Funds will be processed once the Eligibility Verification Form has been signed and submitted to the UC financial aid/scholarship office. Fund release date TBD according to UC schedule.
✓ January	2nd half of year one scholarship amount will be submitted to the UC campus. Funds will be processed once the Eligibility Verification Form has been signed and submitted to the UC financial aid/scholarship office. Fund release date TBD according to UC schedule.
✓ January 18	Fall quarter update due to the Baskin Foundation.
✓ February 2	Fall semester update due to the Baskin Foundation.
✓ April 12	Winter quarter update due to the Baskin Foundation.
✓ May 31	Spring semester update due to the Baskin Foundation.
✓ June 28	Spring quarter update due to the Baskin Foundation.

Please keep this information sheet for your records.

APPLICATION FORM

Please submit the application to the scholarship coordinator at your college by March 1.

Incomplete or late applications will not be accepted.

The Board of the Baskin Foundation may contact you to request additional information

SCHOLARSHIP APPLICATION

PERSONAL INFORMATION

Full Legal Name:		SSN:
Date of birth:	Current Phone:	Permanent Phone:
Current address:		
City:	State:	ZIP Code:
Permanent address:		
City:	State:	ZIP Code:
Email:	Fax:	
Are you a U.S Citizen? YES / NO		If no, are you an eligible noncitizen? YES / NO
Community college currently attending:		

EMPLOYMENT INFORMATION

Occupation:	
Current Employer:	Hours per week:
Current monthly income from employment:	

FINANCIAL INFORMATION

Have you filed the required Free Application for Federal Student Aid (FAFSA)? :	Date Submitted:	
Have you applied for any other scholarships/grants for your post-community college education?		
Pending scholarships/grants:	Received scholarships/grants:	Rejected scholarships/grants:
Projected annual income (applicant):	Annual income (spouse):	
List all other sources and amounts of income, including family assistance:		

EXPENSES AND DEBTS

List major debts and expenses you will incur per month during the school year.		
Tuition (one year):	Books and supplies:	Room and Board:
Debt: Amount:	Debt: Amount:	Other: Amount:
Total expenses per month:		
List dependents you will support during scholarship year, including full name and age:		

SCHOLARSHIP APPLICATION

PARENT/GUARDIAN INFORMATION

Father (or guardian):

Address:

Employer:

Position Held:

Annual Income:

Own or rent residence:

Mother (or guardian):

Address:

Employer:

Position Held:

Annual Income:

Own or rent residence:

UNIVERSITY INFORMATION

University you will be attending (anticipated):

Intended Major:

ADDITIONAL INFORMATION

Please attach the following to your application:

- An official copy of academic transcripts from all colleges attended, including GPA.
- Two letters of recommendation, one of which must be from an academic instructor.
- Resume, including work and volunteer history.
- Personal statement that includes future goals and how you will give back to your local community in the United States

SIGNATURES

I authorize the verification of the information provided on this form.

Signature of applicant:

Date:

Additional pages may be attached as necessary.

Please review the following attachments:

- **Community College and University Checklist**
- **Student Checklist**
- **Quarterly Update Form**
- **Information Release Form – Community College**
- **Information Release Form – UC Campus**



CHECKLIST FOR PARTICIPATING COMMUNITY COLLEGE

Student Information

Name:

Student ID:

Year 1 Year 2

COMMUNITY COLLEGE CHECKLIST

- Representative signed form adhering to Baskin Foundation guidelines
- President nominated eligible candidates for the Baskin Foundation
- Received applications by March 1
- Sent three complete applications to the Baskin Foundation by March 15
- Notified Baskin Foundation of students' admittance to UC school
- Informed the scholarship recipient(s) of their award after notification from Foundation
- Obtained signed information release form from student and sent to Baskin Foundation.
- Other _____



CHECKLIST FOR PARTICIPATING UNIVERSITY OF CALIFORNIA

Student Information

Name:

Student ID:

Year 1 Year 2

UC CHECKLIST

- Representative signed form adhering to Baskin Foundation guidelines
 - Assisted Baskin Foundation with ascertaining relevant university dates, including tuition bill date, availability of grades, etc.
 - Enrollment verification letter sent to Baskin Foundation
 - Obtained signed information release form from student
 - Received signed Eligibility Verification Form from student. (This form is required before funds may be processed.)
- | | |
|--|--|
| Received payment from Foundation: | Sent confirmation of receipt of payment to Foundation: |
| <input type="checkbox"/> Installment 1
<input type="checkbox"/> Installment 2 | <input type="checkbox"/> Installment 1
<input type="checkbox"/> Installment 2 |
- Sent quarter/semester update:
- Fall Winter Spring
 n/a, semester system
- Other _____

The Peggy & Jack Baskin Foundation

CHECKLIST FOR STUDENTS

STUDENT CHECKLIST

<input type="checkbox"/> Applied for fall 2012 admission to one or more UC campuses.			
<input type="checkbox"/> Complete application packet submitted to community college counselor by March 1 <ul style="list-style-type: none"> <input type="checkbox"/> student application form <input type="checkbox"/> resume, including work/volunteer history <input type="checkbox"/> official transcript (s), including a current GPA <input type="checkbox"/> two letters of recommendation, including at least one from an academic instructor <input type="checkbox"/> personal statement with an explanation of future goals 			
<input type="checkbox"/> Information Release Form for Community College and University of California Campus signed and returned			
<input type="checkbox"/> Eligibility Verification Form signed and submitted to the UC Scholarship or Financial Aid Office			
<input type="checkbox"/> Enrollment verification letter sent to Baskin Foundation			
Quarter/Semester Update sent to Foundation <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Fall</td> <td style="text-align: center;"><input type="checkbox"/> Winter <input type="checkbox"/> n/a, I am a semester student</td> <td style="text-align: center;"><input type="checkbox"/> Spring</td> </tr> </table>	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> n/a, I am a semester student	<input type="checkbox"/> Spring
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Maintained a 2.0 GPA <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Fall</td> <td style="text-align: center;"><input type="checkbox"/> Winter <input type="checkbox"/> n/a, I am a semester student</td> <td style="text-align: center;"><input type="checkbox"/> Spring</td> </tr> </table>	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> n/a, I am a semester student	<input type="checkbox"/> Spring
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Performance plan submitted if GPA fell below a 3.0 <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><input type="checkbox"/> Fall</td> <td style="text-align: center;"><input type="checkbox"/> Winter <input type="checkbox"/> n/a, I am a semester student</td> <td style="text-align: center;"><input type="checkbox"/> Spring</td> </tr> </table>	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> n/a, I am a semester student	<input type="checkbox"/> Spring
<input type="checkbox"/> Fall	<input type="checkbox"/> Winter <input type="checkbox"/> n/a, I am a semester student	<input type="checkbox"/> Spring	
<input type="checkbox"/> Other _____			

QUARTER/SEMESTER UPDATE FORM

The University of California, along with the student, should submit an update regarding the student's current status at the University at the end of each quarter/semester term. This should include:

- GPA
- Grades and Course Titles

If funds are required before the official grades can be obtained, please provide a brief summary of the anticipated grades in enrolled courses for the first quarter or semester. Please submit the finals grades upon receipt.

- Performance plan

The student will lose funding if the GPA has fallen below a 2.0 term GPA. However, if the student's grades have fallen below a 3.0 term GPA, the student must submit a plan of how they will improve their academic performance for the following quarter/semester. The plan can include a plan to work with a tutor, join a study group, meet with professors during office hours, etc.

- Summary of expenses

\$ _____ Books and Supplies
\$ _____ Tuition/Fees
\$ _____ Food and Housing
\$ _____ Transportation
\$ _____ Personal Expenses (as designated in the standard cost of attendance)
\$ _____ Refund amount (the student should specify how any refund amount was utilized)

Please include a brief narrative explaining how the scholarship was used for these expenses and how the student is paying for the remaining expenses. Please list whether these costs were paid for by financial aid or other scholarships.

- A copy of the University bill of tuition and related expenses.

Send quarterly update and supplemental materials to:
The Peggy and Jack Baskin Foundation
5214F Diamond Heights Blvd #808
San Francisco, CA 94131

Student Information

Student Name: _____ Student ID: _____
College Counselor/Scholarship Coordinator: _____
Update Period: _____ to _____

UC Contact Signature _____ UC Contact Title _____ Date _____
(Funds will not be dispersed until form has been signed by a University contact.)

5214F Diamond Heights Blvd. #808 San Francisco, CA 94131
415-515-9079 baskinfoundation@gmail.com

The Peggy & Jack Baskin Foundation

INFORMATION RELEASE FORM – COMMUNITY COLLEGE

TO: WHOM IT MAY CONCERN

RE: _____

Name

Social Security No.

Address

Phone No.

City, State, Zip code

Birth date

Community College

Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my community college to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed _____
(Student)

Date Signed _____

Signed _____
(Community College Contact)



INFORMATION RELEASE FORM – UNIVERSITY OF CALIFORNIA

To be completed upon acceptance of enrollment at a UC Campus

TO: WHOM IT MAY CONCERN

RE: _____

Name

Social Security No.

Address

Phone No.

City, State, Zip code

Birth date

UC Campus

Graduation Date

As a condition of my participation with the **Peggy and Jack Baskin Foundation Scholarship Program**, I hereby authorize my University to release to the Peggy and Jack Baskin Foundation any and all information relating to my financial aid, grades, class standing, transfer records, or any other relevant information which the Foundation may request.

This authorization shall be valid for a period of one year beyond the graduation date from both my community college and UC School.

Signed _____
(Student)

Date Signed _____

Signed _____
(UC Campus Contact)