

# **The Sybil Caldwell Education Scholarship**

Celebrating Future Leaders: Honoring Excellence in  
Scholarship and Service

## **Application Package for 2020 (Revised)**



### **The Reston Chapter of Jack and Jill of America, Inc.**

**LaNay Coleman**  
President

**Kia Braxton and Dina Paltoo**  
Scholarship Committee Co-Chairs

**March 2020**  
Reston, VA

March 26, 2020

Dear Sir or Madam:

In partnership with the Fort Myer Construction Corporation (FMCC) Small Business Roundtable, the mothers of the Reston (VA) Chapter of Jack and Jill of America, Inc. are accepting applications for the 2020 Sybil Caldwell Education Scholarship. We are excited to support promising and deserving young leaders in Fairfax County, VA and Washington, DC who are committed to community service and education. Kindly share the attached application with eligible graduating high school seniors.

Jack and Jill of America, Inc. is a nationwide nonprofit organization. Founded in 1938, this family organization promotes cultural, social, civic, recreational, and philanthropic activities that stimulate and expand the minds of children to enhance life. For more information on our national organization, visit: <http://www.jack-and-jill.org/>. The Reston (VA) Chapter of Jack and Jill of America, Inc. was formed in 1974. One of our primary missions is to dedicate resources to improving the quality of life for African-American families through community service.

The FMCC Small Business Roundtable, our scholarship partner, fosters and promotes professionalism and integrity through roundtable meetings designed for small business leaders aiming to enhance their skills and expand their professional network. For more information about the FMCC Small Business Roundtable, visit: [www.fortmyer.com/smallbusiness](http://www.fortmyer.com/smallbusiness).

With this scholarship, the Reston (VA) Chapter of Jack and Jill of America, Inc. and the FMCC Small Business Roundtable are proud to honor the legacy of our former member, Sybil Caldwell, by awarding two \$1,500 merit-based scholarships to African-American high school seniors who reside in Fairfax County, VA and Washington, DC. Scholarship awardees will be determined by mid-June 2020. Payments will be sent directly to the colleges and universities that the award recipients will attend by October 31, 2020.

Details of the eligibility criteria, contents of the application package, and application submission requirements are enclosed. **Completed scholarship applications must be submitted in their entirety by May 15, 2020.** Please direct questions by email to Kia Braxton and Dina Paltoo at [JJRestonScholarship@gmail.com](mailto:JJRestonScholarship@gmail.com).

Sincerely,  
Kia Braxton and Dina Paltoo  
Scholarship Committee Co-Chairs  
Jack and Jill of America, Inc., Reston (VA) Chapter

## Remembering Sybil Caldwell



**(1964 – 2018)**

With this scholarship, the Reston (VA) Chapter of Jack and Jill of America, Inc. and the Fort Myer Construction Corporation Small Business Roundtable continue the legacy of our beloved former member, Sybil Caldwell. Sybil was a tireless public servant and civic leader who was passionate about serving the needs of children from disadvantaged environments. She modeled leadership in volunteerism and service and readily sought opportunities to encourage and mentor young people in their pursuit of higher education. Sybil genuinely believed children are the future!

## Scholarship Guidelines and Instructions

### ELIGIBILITY REQUIREMENTS

Applicants must meet the following criteria:

- Be an African-American high school senior who is a resident of Fairfax County, VA or Washington, DC.
- Demonstrate strong academic standing with a **minimum cumulative GPA of 3.0**.
- Graduate from an accredited secondary educational institution in Spring 2020.
- Plan to enter a four-year college or university as a full-time freshman in Fall 2020.
- Demonstrate community service experience.
- *NOTE: Children of members of Jack and Jill of America, Inc. are ineligible to apply.*

### HOW TO APPLY

Application submissions must include the following:

- A complete and signed Scholarship Application.
- A one-page typewritten personal essay (Times New Roman 12-point font, double-spaced).
- A digital color photo (.jpg, .gif, .png format). Do not submit proofs or personality photos.
- An official academic transcript with cumulative grade point average is preferred. If official transcripts are unavailable, applicant may submit an unofficial transcript.
- A signed 2019-2020 letter of recommendation from a current teacher, school counselor, or principal (preferably typed on school letterhead) submitted as a .PDF.

### APPLICATION DEADLINE AND SUBMISSION

*PREFERRED:* The completed and signed application package must be submitted via email to [JJRestonScholarship@gmail.com](mailto:JJRestonScholarship@gmail.com) by 11:59 p.m. (Eastern) on **May 15, 2020**. Incomplete submissions will not be considered. Applicants are responsible for ensuring their transcript and letter of recommendation are submitted on time.

*ALTERNATE:* If applicants cannot submit an electronic copy of their application package, they can mail it to the address below. The mailed package must be postmarked by May 15, 2020. Do not send your application via certified mail or use a delivery service that requires the recipient's signature.

By email: [JJRestonScholarship@gmail.com](mailto:JJRestonScholarship@gmail.com)

By mail: Jack and Jill of America, Inc., Reston (VA) Chapter  
Attention: Scholarship Committee  
PO Box 3751  
Reston, VA 20195

### AWARD NOTIFICATION AND REQUIREMENTS

Scholarship awardees will be notified of their selection as a scholarship recipient in mid-June 2020. All awardees must provide the Scholarship Committee with a copy of their acceptance letter and student identification number for the college or university where they will enroll in the Fall of 2020; this information must be submitted by August 31, 2020.

## Scholarship Application

(Please print in ink or type.)

### SECTION 1: APPLICANT INFORMATION

Applicant's Name:		Date of Birth:
Address:		
City, State, Zip:		
Telephone Number (Home, Mobile):	Email Address:	
Name of Parent/Legal Guardian:		Daytime Telephone Number:
Parent/Legal Guardian Email Address:		
Name of High School:		Graduation Date:
School Address:		
City, State, Zip:		
Current GPA:	Cumulative GPA:	
Name of School Principal:		Daytime Telephone Number:
Name of School Counselor:		Daytime Telephone Number:
Is your mother or legal guardian a member of Jack and Jill of America, Inc.? Yes (___) No (___)		
How did you hear about the Sybil Caldwell Education Scholarship? <input type="checkbox"/> High School Counselor <input type="checkbox"/> Internet <input type="checkbox"/> Family/Friend <input type="checkbox"/> Other: _____		

**SECTION 2: ACTIVITIES & RECOGNITIONS**

2A. List all your high school **honors, awards, and other achievements, as well as extracurricular activities**, and the dates you received and/or participated in them. Use an additional sheet if necessary.

2B. List all **community service activities** in which you have participated in high school. Indicate the name of the service organization, academic years during which you participated, and any offices or leadership positions you held. Use an additional sheet if necessary.

2C. List your **full- and part-time work experience** within the past 2 years. Indicate the name of your employer, dates of employment, and job title. A resume may be submitted in lieu of this section.

**SECTION 3: COLLEGE/UNIVERSITY INFORMATION**

College(s) Applied:	
College(s) Offers of Admission:	
College to which you have accepted an offer of admission:	
Intended Major:	Estimated Tuition Cost (1 academic year):
Estimated Room & Board Costs (1 academic year):	Estimated Books/Supplies Costs (1 academic year):
Other Scholarships, Grants, or Monetary Awards you have received or expect to receive for college:	

**SECTION 4: PERSONAL ESSAY**

The Personal Essay provides an opportunity for you to use your written communication skills to give the Scholarship Committee more insight into your worldview. Please write a one-page essay to address the question below. Your essay must be typed, double-spaced, with Times New Roman 12-point font. Submit your essay on a separate sheet of paper and include your first and last name on the top of the page.

**QUESTION: *How have your public service experiences and/or civic responsibilities shaped your life, your present activities, and your aspirations for the future? Explain.***

**SECTION 5: SIGNATURES**

By signing below, I hereby certify that all statements and information provided in this application (to include attachments and supplemental materials) are true and correct to the best of my knowledge. I understand that misrepresentation or the submission of inaccurate or incomplete information will result in forfeiture or disqualification.

I further acknowledge that, if my child is awarded the scholarship, his/her application becomes the property of the Reston (VA) Chapter of Jack and Jill of America, Inc. I also grant the Reston (VA) Chapter of Jack and Jill of America, Inc. the absolute right and permission to use my/my child's photograph, if he/she is awarded the scholarship, in its promotional materials and publicity efforts. I understand that the photographs may be used in publications, print ads, direct-mail, electronic media (e.g., video, CD-ROM, website, scrapbook) or in other forms of promotion. I release Jack and Jill, the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in conjunction with such use. I hereby consent that such information, photographs, videos, and the plates and/or tapes from which they are made shall be their property, and they shall have the right to duplicate, reproduce, and make other uses of such information, photographs, videos, recordings, and plates as they may desire free and clear of any claim whatsoever on my part.

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Applicant Name (Print)

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Applicant Signature

Date

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Parent/Legal Guardian Name (Print)

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Parent/Legal Guardian Signature

Date

## Transcript Request

March 26, 2020

Dear Registrar,

\_\_\_\_\_ is applying for the 2020 Sybil Caldwell Education Scholarship sponsored by the Reston (VA) Chapter of Jack and Jill of America, Inc. and Fort Myer Construction Corporation Small Business Roundtable. For the application to be considered, s/he is required to submit a copy of his/her high school transcript with the cumulative grade point average.

We respectfully request an official copy of the applicant's transcript, and ask that you submit it via email to [JJRestonScholarship@gmail.com](mailto:JJRestonScholarship@gmail.com) by Friday, May 15, 2020. Please notify us if you are unable to provide an official copy of the transcript; given the evolving nature of the Coronavirus pandemic, we will also accept unofficial transcripts submitted by the applicant.

Please use the same email address to submit questions about this request and the application process.

Sincerely,  
Kia Braxton and Dina Paltoo  
Scholarship Committee Co-Chairs

Jack and Jill of America, Inc., Reston (VA) Chapter  
Attention: Scholarship Committee  
PO Box 3751  
Reston, VA 20195

## Letter of Recommendation Request

March 26, 2020

Dear Sir or Madam,

\_\_\_\_\_ is applying for the 2020 Sybil Caldwell Education Scholarship sponsored by the Reston (VA) Chapter of Jack and Jill of America, Inc. and Fort Myer Construction Corporation Small Business Roundtable. For the application to be considered, s/he is required to submit a letter of recommendation. Please share your impressions of this applicant's strengths, accomplishments, and any additional information that you consider important to our assessment of his/her qualifications.

At your earliest convenience, kindly submit your signed letter of recommendation as a .PDF via email to [JJRestonScholarship@gmail.com](mailto:JJRestonScholarship@gmail.com) by Friday, May 15, 2020. We respectfully request that your letter be submitted on school letterhead.

Please use the same email address to submit questions about this request and the application process.

Sincerely,  
Kia Braxton and Dina Paltoo  
Scholarship Committee Co-Chairs

Jack and Jill of America, Inc., Reston (VA) Chapter  
Attention: Scholarship Committee  
PO Box 3751  
Reston, VA 20195

## Application Submission Checklist

### MATERIALS TO BE SUBMITTED BY APPLICANT (IN ONE PACKET):

- Completed Scholarship Application signed by Applicant and Parent/Legal Guardian
- Personal Essay (1-page, typed, double-spaced, Times New Roman 12-point font)
- Digital color photo (.jpg, .gif, or .png); no proofs or personality photos
- Unofficial High School Transcript with cumulative GPA (only if Official Transcript is unavailable)

### MATERIALS TO BE SUBMITTED BY SCHOOL REGISTRAR, COUNSELOR, OR TEACHER:

- Official High School Transcript with cumulative GPA
- Signed Letter of Recommendation on school letterhead

### APPLICATION DEADLINE AND SUBMISSION GUIDELINES:

- PREFERRED:** Submit completed and signed application package via email **by 11:59 p.m. (Eastern) on May 15, 2020** to [JJRestonScholarship@gmail.com](mailto:JJRestonScholarship@gmail.com).
- ALTERNATE:** If submitting by mail, completed and signed application must be **postmarked by May 15, 2020** and mailed to:
  - Jack and Jill of America, Inc., Reston (VA) Chapter
  - Attention: Scholarship Committee
  - PO Box 3751
  - Reston, VA 20195
- Applicant is responsible for ensuring High School Transcript and Letter of Recommendation are submitted by the deadline.

### ADDITIONAL REQUIREMENTS FOR SCHOLARSHIP WINNERS:

- Submit letter/form confirming acceptance of college admission, commitment to enroll, and student identification number. If scholarship recipient has not committed to a specific college by June 30, 2020, the letter must be submitted as soon possible thereafter, but no later than August 31, 2020.