



St. Stephen's Lutheran Church Foundation

5700 Pheasant Hill Rd.
Monona, WI 53716
(608) 222-1241 (church office)

Dear Scholarship Applicant,

Thank you for your interest in a scholarship from the St. Stephen's Lutheran Church Foundation. Your application package includes the following files:

- Application2021.pdf **REQUIRED BY ALL APPLICANTS**
 - To be filled out by the applicant and submitted directly to the church office via email or US mail.
- HighSchoolSupplementalForm2021.pdf **REQUIRED ONLY FOR HIGH SCHOOL SENIORS**
 - To be filled out by your school office/guidance counselor and submitted directly to the church office via email or US mail.
- ReferenceFormLetter2021.pdf **REQUIRED FOR FIRST TIME APPLICANTS ONLY**
 - To be filled out by three individuals providing a letter of reference on your behalf and submitted directly to the church office via email or US mail.
- 2021GeneralScholarshipGuidelines.pdf (This is the document you are currently reading.)
 - To be read by all applicants
- 2021ApplicationREADME.pdf
 - Contains information about filling out and submitting your application.
- 2021SupplementalREADME.pdf
 - Contains information for your school office/guidance counselor about filling out and submitting the supplemental form on your behalf.
- 2021ReferenceREADME.pdf
 - Contains information for your three references about filling out and submitting the letters of reference form on your behalf

Applicants are responsible for

1. Reading the General Scholarship Guidelines (contained in this document)
2. Completing and submitting the application
3. Acquiring and submitting your most recent academic transcript (unofficial copies ok)
4. Distributing copies of the ReferenceFormLetter2020.pdf to your three intended references (if required for your application)
5. Distributing a copy of the HighSchoolSupplementalForm 2021.pdf to your high school guidance counselor (required only for high school seniors).
6. Following up with your references and school office (if necessary) to ensure that all forms are submitted to the Foundation no later than Friday, April 30, 2021. (You may call the office at 608-222-1241 to check the status of your application materials during business hours M-Th 8:30-2pm)

NOTE: The office will not send reminders to any applicants regarding the complete or incomplete status of any application. It is the responsibility of the applicant to ensure that all application materials, letters, transcripts and forms are received in a timely manner.

Incomplete applications will not be considered for scholarships.

General Scholarship Guidelines

1. Applicant must intend to use funds at an accredited school.
2. Completed applications must be received by the Foundation via email (foundation@ststephensmonona.org), US Mail (5700 Pheasant Hill Rd., Monona, WI 53716), or by physically dropping them in the mail slot next to the Office Entrance on or before April 30, 2021.
3. Anyone may apply. The selection process gives first priority to graduating high school seniors and takes into consideration such factors as grade point and class rank (when applicable), school and community work, and church involvement. Priority will be given to:
 - Congregational members
 - Legacy candidates (i.e. grandchildren of members)
 - Members of other ELCA congregations
 - Members of other religious denominations
4. Applicants must include their most recent academic transcript (unofficial copies ok) with their application.
5. High School and other first time applicants must include three personal references. References may not be family members or St. Stephen's Foundation Lay Trustees.

Applicant Checklist

Have you done the following:

- Filled out and submitted my application to foundation@ststephensmonona.org
- Submitted copies of my academic transcript to foundation@ststephensmonona.org
- Distributed copies of the ReferenceFormLetter2021.pdf and 2021ReferenceREADME.pdf to three personal references (*required for first time applicants and high school seniors only*)
- Distributed a copy of the HighSchoolSupplementalForm2021.pdf and 2021SupplementalREADME.pdf to my high school guidance counselor (*required only of high school seniors*)
- Followed up with my personal references and guidance counselor to make sure all required application materials are submitted on or before the deadline of April 30, 2021.
- Checked on the status of my application materials by calling the church office during office hours (M-TH 8:30-2pm) at 608-222-1241 or via email at foundation@ststephensmonona.org