



**SPRINGFIELD AREA LEGAL SUPPORT PROFESSIONALS**  
**POLLY HUNTER MEMORIAL SCHOLARSHIP AWARD**

**Application Instructions**

**PLEASE FOLLOW CAREFULLY.** If any of the rules or these instructions are not strictly adhered to, the application will be **DISQUALIFIED**.

1. Application and all attachments must be submitted in **QUADRUPLICATE**.
2. Application must be fully completed, submitted, and signed by an administrative official by the sponsoring school, college or university.
3. The name of the applicant shall appear only on the application.
4. Applicant must carry the equivalent of a 3.5 grade point average or higher and be in the top 25% of his or her class.
5. Attach official high school transcript of grades or transcript of last four years' grades, if presently in school of advanced education.
6. Attach only two (2) one-page letters of recommendation addressed to the Scholarship Chairman of the Springfield Area Legal Support Professionals. The letters must be signed by someone other than an applicant or applicant's family member. Each letter shall describe:
  - (a) The applicant's personality, character, and drive; and
  - (b) The applicant's home background and financial need.
7. Attach a one-page (8 1/2" x 11"), unsigned biographical statement in narrative form, prepared and typed by the applicant showing:
  - (a) Schools attended, school activities (honor clubs, choir, etc.), accomplishments (awards, languages, etc.), outside activities (church, civic, etc.), employment and hobbies;
  - (b) Family background, including occupation of applicant's father and mother, if employed, and number of children in family; and
  - (c) Reason why applicant should receive a scholarship.

