



Instructions
WALTER D. HEAD FOUNDATION SCHOLARSHIP
The Charitable Foundation of Rotary International District 7490

*Providing Scholarships for area undergraduate and graduate students,
and funding for local Rotary projects*



Before filling out this application form, carefully read these instructions.

1. Applications must be typewritten or printed and are to be submitted to the secretary of the sponsoring Rotary club. (It is recommended that the applicant keep a copy for his/her records and provide an additional copy to the sponsoring club for its records.)
2. Please answer every question fully. Attach supplemental sheets wherever the space provided is insufficient.
3. Read the Applicant's Certification section carefully. Sign each copy of the application form to indicate your understanding and acceptance of the conditions and obligations of the award.
4. Certified copies of your academic records (transcripts of grades or equivalents) at each university-level institution must be submitted in sealed envelopes as part of this application.
5. The following supplementary documents are to be attached to this application.
 - a. Letter of recommendation from a university administrative official, dean, department head or a professor who supervised your major studies for which a degree was or will be granted. This letter should attest to your scholarship, intellectual ability and academic qualifications, your character, diligence, leadership capacity, adaptability, interest in people, seriousness of purpose, ability to communicate ideas, future potential, etc.
 - b. Letter of recommendation similar to above from another faculty member who is well acquainted with you.
 - c. Letters of recommendations from two business or professional people of your home city, not related to you, who are qualified to attest to your character, intellectual ability, adaptability, seriousness of purpose, diligence, interest in people, future potential, etc.
 - d. Certification from qualified linguist or teacher of language attesting to the extent of your proficiency in reading, writing and speaking the language (if different from your own) of the country in which your proposed schools of study are located.
6. The Foundation Selection Committee will conduct a personal interview with the applicant.

CRITERIA TO APPLY FOR A SCHOLARSHIP

The goal is to be as inclusive as possible, while remembering that the sources of funds originated with Rotarians within District 7490, which encompasses Bergen, Passaic and Hudson Counties. All qualified applicants, including children of Rotarians may apply.

1. The Scholarship provides financial assistance for full-time students who wish to pursue studies in any field at the graduate level, and for students in their final two years of undergraduate studies.
2. The applicant must have a principal residence within the territorial limits of District 7490, even though the college or university may be out of the District. The term of residence must be more than one year prior to application.
3. If the applicant resides outside the District, the applicant or a parent must be a Rotarian in District 7490.
4. A student living on campus within the territory of District 7490, unless otherwise qualified by the standards above, would not be eligible to apply for a scholarship.
5. The proposed course of study must lead to a degree.
6. This scholarship cannot be used to substitute or replace funds from other scholarships that the applicant may have already been awarded.

INSTRUCTIONS TO THE SPONSORING ROTARY CLUB

The sponsoring Rotary club is to:

1. Review the application for completeness.
2. Instruct the applicant in Rotary's Objective and Mission.
3. Have the Club President and Secretary sign the application.
4. Kindly **email the completed application** to the Chairperson of the Selection Committee. The **official transcript(s) must be mailed (US Postal Service)** or emailed from the Office of the Registrar to the Chairperson. The due date for all documents is **March 15, 2024**.

Selection Committee Chairperson Emeritus, Sharon Chambers Smith

355 East 42nd Street. Paterson, NJ 07504

Home (973) 881-8572, Mobile (973) 985-7943

Email: scsl950@aol.com



Application Form
WALTER D. HEAD FOUNDATION SCHOLARSHIP
The Charitable Foundation of Rotary International District 7490

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Academic Year 2023 - 2024

GENERAL INFORMATION

Please type or print. Do not use initials or abbreviations.

NAME (in full): _____ _Male _Female

Family Name First, Middle and Other Names

Country of Citizenship Country of Birth

ADDRESS (please indicate the preferred address where mail will reach you before and after your scholarship):

Check preferred address:	() School Address	() Home/Principal Address
Street Address		
City/Town		
State/ Province		
Country		
Postal Zip Code		
Telephone		
Facsimile		
E-mail Address		

EMERGENCY CONTACT:

Name Relationship

Address

Telephone E-mail

PROPOSED FIELD OF STUDY

Brief statement concerning career for which you are preparing: (Use additional sheets if required)

PERSONAL INFORMATION

Educational History

Post-Secondary or University Level (includes any studies planned between now and scholarship term; list planned or most recent studies first)

Institution Name	City/Town	State/Province	Country
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Dates Attended (Month and Year)	Field of Study
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Specific Degree or Certificate Received or Expected

Institution Name	City/Town	State/Province	Country
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Dates Attended (Month and Year)	Field of Study
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Specific Degree or Certificate Received or Expected

Secondary School (Name and Location)	Dates attended (month and year)		Diploma or equivalent	
	From	To	Yes	No

Scholastic Honors, if any received (briefly describe the qualifications for each. Add additional sheets if required)

Activities: List cultural, social, athletic, community service and other activities that you participated in during your university years. Indicate offices held, if any. (Add additional sheets if required)

Employment History

(List current or most recent first)

Name of employer	Job title or type of work	Dates worked (month and year)
		From To

What training and/or experience in public speaking have you had?

Indicate on a separate sheet of paper, why you are applying for a Walter D. Head Scholarship. Please limit your response to 200 words.

STUDY INSTITUTIONS

SCHOOL SELECTIONS: If you are planning to enroll in a college or university other than the one you are currently attending, you must list two (2) institutions of higher education which you are prepared to attend. Before listing an institution, you should carefully investigate courses of study, requirements for admission, date of commencement of academic year and language used. You must have positive knowledge that the institution offers courses in your field of study. Specific reasons are required for listing each institution.

The Foundation reserves the right to make a Scholarship available to any institution listed or another suitable institution. In support of Rotary International's mission to further world understanding and peace, the Trustees of the Walter D. Head Foundation suggest to Rotary clubs and the district selection committee that other thing being relatively equal, preference be given to candidates who wish to study in countries where the language is different than their own.

Name of institution	Web site address	City, State/Province	Country
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1st Choice:

Reason for Selection:

Name of institution	Web site address	City, State/Province	Country
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2nd Choice:

Reason for Selection:

LANGUAGE PROFICIENCY DATA: List languages, other than your own, of which you have knowledge, indicating extent of proficiency in reading, writing and speaking for each. If you have listed among your choices one or more institutions located in countries where the language is different from your own, a qualified linguist must attest to the extent of your proficiency in reading, writing, speaking and the ability to study in each such language.

APPLICANTS CERTIFICATION

If I receive a Walter D. Head Scholarship, I agree:

1. To inform myself about Rotary prior to departing from my home community and to utilize the opportunities presented by the award to advance the mission of Rotary International.
2. To be solely responsible for my medical expenses, including any claim resulting from illness or accident and to hold Rotary District 7490 and the Walter D. Head Foundation harmless in connection with the same.
3. To make contact with the governor of Rotary District 7490 as soon as possible after receiving notice of my scholarship and also with my Rotarian Counselor who has been selected by the sponsoring club.
4. To maintain a high level of scholarship and behavior.
5. To accept speaking engagements, consistent with the requirements of my academic work, as the Rotary District in which I am studying feels would be helpful in carrying out the purposes of the Scholarship.
6. To make no changes in my field of study without the consent of the Walter D. Head Foundation.
7. To submit reports at the end of every semester or trimester to the Selection Committee Chairperson and my Rotary Counselor.
8. Upon my return home at the conclusion of my fellowship year to visit and speak to Rotary clubs and other groups in order to discuss my experiences as a Walter D. Head Scholar and to create better understanding of the country in which I studied.

I understand that my scholarship may be revoked:

1. If I fail to discharge any of the obligations above.
2. If I am unable to secure admission to an institution approved by the Trustees of the Walter D. Head Foundation or if I withdraw from such institution or my course of study prior to the expiration of my term of scholarship.
3. If in the opinion of the school authorities, my knowledge of the language of instruction or my academic performance is inadequate to satisfactorily complete the course of study for which I am enrolled.
4. If I become physically or otherwise unable to carry out the responsibilities and obligations of the award.

I understand the revocation of an award shall cause all payments to cease.

I understand that my scholarship cannot be postponed to a subsequent year nor extended beyond the period for when it was granted.

I understand that Rotary International District 7490 and the Walter D. Head Foundation assume no responsibility or obligation whatsoever beyond providing the scholarship award.

I have examined this application and certify that all information given in it is complete and accurate to the best of my knowledge. I have attached all required documents and have provided for any other necessary papers to be forwarded to the Selection Committee Chairperson.

Signature of Applicant

Date

ROTARY CLUB ENDORSEMENT

Before submitting this application to the Walter D. Head Foundation, be sure that every question has been answered fully, and that the application has been signed by all of the following:

_____ Applicant

_____ Rotary Club President

_____ Rotary Club Secretary

And that the following documents are attached:

_____ Transcripts of grades or equivalent academic records in sealed envelopes (these may be opened only by the Selection Committee Chairperson)

_____ Two letters of recommendation from educators

_____ Two letters of recommendation from business or professional people

_____ Certification(s) from qualified linguist(s)- for foreign study only

The Rotary Club of _____, after careful consideration, proposes _____ for a Walter D. Head Foundation Scholarship and forwards the application to the Selection Committee Chairperson.

Signature of President

Signature of Secretary

Date