



The Sharon K. Harvey Memorial Foundation is a 501 (c) (3) entity of  
Zeta Phi Beta Sorority, Inc., Tau Eta Zeta Chapter

## **Dana T. Coleman Archonette Book Scholarship Application**

### **SUBMISSION DATE**

Application and all materials must be either emailed to [SKHMFscholarship@gmail.com](mailto:SKHMFscholarship@gmail.com) no later than **11:59 p.m.** or mailed to the address below postmarked by **Friday, February 19, 2016:**

**Sharon K. Harvey Memorial Foundation, Inc.  
P.O. Box 2031  
Baltimore MD 21203**

### **EVALUATION CRITERIA**

Applications for the Archonette Book Scholarship are evaluated according to the following criteria:

1. Must provide a comprehensive and complete application (Type or Neatly Print in Dark Ink)  
**\*\*Incomplete or late applications will not be considered.**
2. Must be an active and financial member of Zeta Phi Beta Sorority, Inc. – Tau Eta Zeta Chapter’s Archonette Club.
3. Must be accepted to or attending a two-year or four-year college or university.
4. Must submit a letter of recommendation from an Archonette Advisor.
5. Must submit scholarship application by February 19, 2016 (including most recent transcript and letter of recommendation).

### **APPLICATION PROCESS**

1. Email the Sharon K. Harvey Memorial Foundation to receive an electronic copy of the application or download a copy of the application by visiting Zeta Phi Beta Sorority, Inc., Tau Eta Zeta Chapter’s website: [www.zphib-thz.org](http://www.zphib-thz.org).
2. Obtain an official transcript of your high school grades that must be submitted via US Mail to the PO Box listed above whether the application is emailed or mailed. It must be postmarked by Friday, February 19, 2016.
3. For applications that are submitted via US Mail: Submit your completed scholarship application, letter of recommendation and one official transcript postmarked by Friday, February 19, 2016.
4. For applications submitted via email: Submit your completed scholarship application, letter of recommendation and one official transcript (mailed separately) *postmarked* by Friday, February 19, 2016. All documentation submitted via email must be in a PDF format.

Application and all materials must be received electronically by 11:59 p.m. or postmarked no later than Friday, February 19, 2016.  
PLEASE NOTE: Both applicant and parent/guardian signatures are required if applicant is not of legal age.



*The Sharon K. Harvey Memorial Foundation is a 501 (c) (3) entity of  
Zeta Phi Beta Sorority, Inc., Tau Eta Zeta Chapter*

## **Dana T. Coleman Archonette Book Scholarship Application**

### **ADDITIONAL INFORMATION**

- The Archonette Book Scholarship will be awarded based on participation in the Archonette Club. In addition, awards will be based on the evaluation criteria.
- The Scholarship(s) will be awarded in the amount of **\$250**. Scholarship recipients will be notified by mail and will be recognized during Tau Eta Zeta Chapter's Finer Womanhood Luncheon.
- Funds will be released upon receipt of proof of enrollment into a two-year or four-year college or university and official transcript. Proof of enrollment must be on official college or university letterhead. Scholarship checks will be forwarded directly to the bursar's office made payable to the scholarship recipient and the college.

**For More Information Contact:**  
**Sharon K. Harvey Memorial Foundation, Inc.**  
Ms. Nathalia Drew / Ms. Kimberly Carter  
Scholarship Committee Co-Chairs  
SKHMFScholarship@gmail.com  
443-281-3803

Application and all materials must be received electronically by 11:59 p.m. or postmarked no later than Friday, February 19, 2016.  
PLEASE NOTE: Both applicant and parent/guardian signatures are required if applicant is not of legal age.



The Sharon K. Harvey Memorial Foundation is a 501 (c) (3) entity of Zeta Phi Beta Sorority, Inc., Tau Eta Zeta Chapter

# Dana T. Coleman Archonette Book Scholarship Application

Please type or print legibly in black ink.

## PART I: PERSONAL INFORMATION

\_\_\_\_\_  
Last Name First Name MI

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Telephone Number (xxx) xxx-xxxx Email Address

\_\_\_\_\_  
Father's/Guardian's Name Mother's/Guardian's Name

## PART II: EDUCATIONAL INFORMATION

\_\_\_\_\_  
Name of High School

\_\_\_\_\_  
Name of High School Counselor Counselor's Telephone Number (xxx) xxx-xxxx

\_\_\_\_\_  
Cumulative Grade Point Average\*

\*High school transcript must be provided directly from the school in a sealed envelope addressed to the Sharon K. Harvey Memorial Foundation, Inc.

## EDUCATIONAL PLAN

\_\_\_\_\_  
Expected College Major Career Goal

Identify each of the colleges/universities to which you have applied.

\_\_\_\_\_  
Name & Location of School (City, State) Name & Location of School (City, State)

\_\_\_\_\_  
Name & Location of School (City, State) Name & Location of School (City, State)

Application and all materials must be received electronically by 11:59 p.m. or postmarked no later than Friday, February 19, 2016.  
PLEASE NOTE: Both applicant and parent/guardian signatures are required if applicant is not of legal age.



*The Sharon K. Harvey Memorial Foundation is a 501 (c) (3) entity of  
Zeta Phi Beta Sorority, Inc., Tau Eta Zeta Chapter*

## **Dana T. Coleman Archonette Book Scholarship Application**

### **PART III: RECOMMENDATIONS**

One letter of recommendation must accompany this application. The letter of recommendation must be written and submitted by an Archonette advisor who can verify your involvement in community service. **Applications submitted without this supporting documentation will not be considered.**

The letter of recommendation should clearly identify the name and address of the Archonette and why she deserves to receive the Dana T. Coleman Archonette Book Scholarship. All letters should be submitted in a sealed envelope and included with the final application package.

### **PARENT/STUDENT SIGNATURE**

I hereby affirm that I am an active and financial member of Zeta Phi Beta Sorority, Inc. – Tau Eta Zeta Chapter’s Archonette Club and that all the statements presented in this application are true. I have enclosed the necessary high school transcript and other supporting documentation. I am willing to provide additional information should it be required. Should I be selected, I am willing to appear at the awards luncheon to receive the award letter. I agree to abide by all rules and regulations governing the decision and award of the Sharon K. Harvey Memorial Foundation, Inc.

I hereby affirm that the information presented in this application is true to the best of my knowledge. I hereby understand that any information submitted falsely will result in forfeiture of the scholarship.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Application and all materials must be received electronically by 11:59 p.m. or postmarked no later than Friday, February 19, 2016.  
PLEASE NOTE: Both applicant and parent/guardian signatures are required if applicant is not of legal age.