



## **TerraGraphics College Scholarship Program**

TerraGraphics' Vision Statement is to become a leader in meeting the intent of the Small Business Association (SBA) HUBZone program by providing educational and occupational opportunities within our communities and by enhancing the lives of our employees for generations to come.

In demonstrating our commitment to this Vision, TerraGraphics (TG) has developed a TerraGraphics College Scholarship Program to encourage and emphasize college education and community involvement. Supporting students in their education is important to TG. We're committed to helping educate, inspire, and develop tomorrow's leaders.

### **Program Overview**

The TerraGraphics College Scholarship Program will recognize and reward young adults for attending college and contributing time to their communities. The Program is only open to applicants residing in a HUBZone designated area and must be enrolled in an accredited public or private college, university, or trade school to be selected and to remain in the Program. TG will have a goal each year to maintain a minimum of three scholarships for people in pursuit of a college degree. Every recipient will be required to complete and record 40 hours of class attendance and/or volunteer service every month throughout the award-year. In return for compliance with the program eligibility requirements, each student will receive 40 hours per month at minimum wage. All funds will be administered through regular Payroll twice each month and are subject to all withholdings as such.

Throughout the year, communications to all employees will be delivered to announce current scholarship openings. Employees are encouraged to share the announcement and invitation with their family and friends. Applications will be collected and award notifications made throughout the year as scholarships are awarded. The effective period will be from the date of award and evaluated on a routine basis, with terms to be determined by the Executive Team as funding allows.

Application data and other information received and reviewed will remain confidential. Awards will be determined by unanimous approval of the Executive Team or a selection committee.



## **Eligibility**

Scholarship recipients will be required to:

- Submit a completed application (Exhibit A) and be approved for an award in accordance with this Program;
- Reside in a designated HUBZone area;
- Attend an accredited public or private college, university, or trade school;
- Attend a minimum of 40 hours per month of college courses;
- Supplement their class time hours with charitable/volunteer activities on occasions when class time will fall below 40 hours per month (i.e., holidays, closures, and seasonal breaks, etc.);
- Record hours each week in the TG Timecard system;
- Provide transcripts showing successful completion of coursework at the end of each quarter/semester; and
- Submit evidence of charitable service using the form provided in Exhibit B.

If any of the above eligibility requirements are not met, participation in the Scholarship Program will not be allowed/will discontinue.

## **Evaluation Criteria**

Selections by Committee or by Executive Team will consider the following attributes when determining scholarship awards:

- Application resume (including school organizational involvement, extracurricular activities, volunteer work, employment history, etc.)
- Essay response
- Grade Point Average
- Letter(s) of Recommendation
- TG Employee reference
- Financial need

Preference will be given to current TG employees' immediate relations, but relation is not required. Local students and local colleges will also receive favored treatment in the selection processes.



## **Scholarship Application Instructions**

1. Complete the following forms
  - Applicant Information Form (sign and have a TG Employee sign)
  - Resume Form (do not provide a separate resume)
  - Essay (no more than 500 words)
2. Please type or print neatly (single-sided; do not write on back).
3. Provide report cards or transcripts for the last three years and at least one letter of recommendation.
4. Send a complete package with all attachments to Beth Mata at [beta.mata@terragraphics.com](mailto:beta.mata@terragraphics.com).



**Exhibit A**

**Applicant Information Form**

Student's Name: \_\_\_\_\_  
Last Middle First

Address: \_\_\_\_\_  
Number and Street (No P.O. Box)  
\_\_\_\_\_  
City State Zip Code

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Telephone ( \_\_\_\_ ) \_\_\_\_\_

School: \_\_\_\_\_ Anticipated Graduation Date (Mo/Yr): \_\_\_\_\_

School Address: \_\_\_\_\_  
Number and Street  
\_\_\_\_\_  
City State Zip Code

School Currently Enrolled In or Accepted To:

Other schools attended in the last three years, if different from above.  
Give dates of attendance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Referring TerraGraphics Employee**

Name: \_\_\_\_\_

Relationship of this applicant to me is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of TG Employee Date

**Exhibit A**

**Resume Form**

1. What course of study do you desire to pursue? \_\_\_\_\_

Examples: Biology, Medicine, Teaching, Engineering, etc.

Which college(s) or university or trade school do you plan to attend?

Have you been accepted or are you currently enrolled for the current or coming quarter/semester?     Yes     No

**For items 2-5, include all that applies in the spaces below. If you run out of lines, use the space after Item 5. Please do not attach a separate resume to this application.**

2. List any organized school-related activities you engaged in (indicate offices held, letters received, years active)

ACTIVITY	POSITION or OFFICE/LETTERS RECEIVED/ETC.	TIME PERIOD/YEAR IN SCHOOL

3. List any outside-of-school activities and/or volunteer work. (Scouts, 4-H, Church Groups, Charitable organizations, etc.)

ACTIVITY	POSITION or OFFICE/OTHER INFO	TIME PERIOD/YEAR

4. Indicate your employment history below

TYPE OF WORK/ POSITION	From		To		Avg. Hours Per Week	Attended School Concurrently (yes or no)	Duties/ Responsibilities
	Year	Month	Year	Month			







**TRANSCRIPTS**

\*Attach last 3 years of report cards or transcripts to application packet

**LETTER(S) OF RECOMMENDATION**

\*Attach at least one letter of recommendation to application packet





**Exhibit B**  
**TerraGraphics Scholarship Program**  
**Volunteer Record**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Supported: \_\_\_\_\_

Activities Performed: \_\_\_\_\_  
\_\_\_\_\_

DATE OF SERVICE	TIME DEDICATED (in hours)

Signature of Employee: \_\_\_\_\_

Signature of Organization Representative: \_\_\_\_\_