



Northern Ohio Chapter

**Metals Service Center Institute**

100 YEARS **STRONG**



**2010  
Northern Ohio  
Chapter  
Scholarship**

**Deadline: April 30, 2010**

**MSCI LOCAL CHAPTER DUES MUST BE PAID IN FULL FOR  
ANY EMPLOYEE'S CHILD TO QUALIFY FOR THE \$2,500  
COLLEGE SCHOLARSHIP GRANT!**

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**Note:** If you wish confirmation of your application packet, please send these documents with receipt signature required via UPS, FedEx, or USPS Certified Mail Return Receipt requested. Due to the number of scholarship applications we receive, we regret we are unable to confirm receipt personally.

**Applications and/or documents postmarked after the deadline date will not be considered.**

### **Application Checklist**

#### **Required Documentation**

- Completed Scholarship Application
- Essay
- Recommendation from Teacher or Guidance Counselor
- Transcripts confirming GPA
- Acceptance letter from school, college or university

#### **Strongly Recommended but not required**

- Recommendation from Community Professional/Civic Group Leader
- Recommendation from Employer

## **I. Selection Criteria**

The MSCI Northern Ohio Chapter has established up to 6 \$2,500 scholarships available to children of MSCI chapter member employees who have been accepted to a four-year degree program, a two-year degree program or a technical/career school. Students currently attending college may also apply if they meet the established criteria. Applicants must meet the following selection criteria to be eligible for the award.

### **Selection Criteria:**

- Applicant must be a child of a full or part-time permanent employee of an MSCI member company: service center (Active), producer (Associate), or goods and services provider (Affiliate). The company must be a member in good standing with local chapter and national dues paid in full. The MSCI member company and the employee's primary residence or primary office must be in the state of Northern Ohio.
  - Chapter scholarship committee members may not hold a position on the selection committee should a relative apply for a scholarship.
- Applicant must be attending an accredited post-secondary institution of higher learning or an accredited trade or vocational school.
- Applicants must show evidence of achieving a minimum 2.6 cumulative GPA out of a possible 4.0. (Note: provide transcripts showing GPA, ACT/SAT scores, and class ranking.)
- SAT score must be a minimum 850; ACT score must be a minimum of 17. If you are not a recent high school graduate, please include a copy of your work history.
- Applicants receiving full scholarship funds from another source are not eligible for this scholarship award.
- Applicants must provide evidence of acceptance to a school for the applicable scholarship.
- Applicants must show evidence of active involvement in both high school and/or community activities.
- Applicants may be asked to participate in a scholarship interview as scheduled by the scholarship committee.
- Applicants must submit a completed MSCI Scholarship Award Application along with the following:
  - A brief essay sharing the applicant's thoughts on what the scholarship award would mean to him/her. Please include achievements and life goals in the essay.
  - Statements of recommendation completed by the applicant's sponsoring teacher or guidance counselor is required.
  - Statements of recommendation by community/ civic group leader or professional and employer are strongly recommended but not required.
- Applicant may be asked for additional information including a statement of financial need (not including tax returns or W-2s).
- All information must be verifiable.
- Previous scholarship recipients and applicants are eligible to apply again.
- All required documentation must be received no later than April 30, 2010.

## **II. Distribution Guidelines**

Following receipt of the completed application and review by the chapter scholarship committee, applicants chosen will receive the scholarship distribution under the following terms and conditions:

- Scholarship is for a period of one year, payable in one lump sum.
- Scholarship checks will be made jointly payable to the student and to the school being attended.
- The applicant and parent/guardian agree that the MSCI and its chapters reserve the right to issue press releases and/or other means of general publicity for the MSCI scholarship awards. Only general information will be released such as recipient names, parent name, member company name and location, award amount, and the school applicant is attending.
- In the event that any of the above conditions are not met, MSCI reserves the right to cease providing matching funds to the MSCI Chapter Scholarship recipient.

## **III. Notices and Disclaimers**

All applicants and their parents and guardians are hereby put on notice of and hereby acknowledge and agree to the following:

1. The Chapter reserves the right to award whatever number or no scholarships as it determines in its sole discretion, regardless of whether The Chapter receives multiple applications that satisfy the selection criteria and distribution guidelines.
2. While the Chapter's intention is to grant Scholarships in the number and/or amounts stated in this application package, actual amounts are subject to the availability of funds and The Chapter may reduce scholarship amounts between the date of application and award in its sole discretion.
3. Even if a scholarship is awarded to a recipient, the actual funding of scholarships is subject to the availability of funds on the date of funding.
4. The grant of a scholarship in one year does not entitle a recipient to receive a scholarship the subsequent year, even if the recipient satisfies all selection criteria and distribution guidelines.
5. Neither the chapter nor the Committee considers race, gender, ethnicity or religious affiliation in making scholarship award, renewal or funding decisions.
6. Subject to item 5 above, The Chapter and the Committee reserve the right to change award criteria at any time and from time to time and/or to consider additional award criteria at any time and from time to time and/or to consider additional award criteria not set forth in the application package, in either case, without further notice to MSCI member companies, parents or guardians or applicants.



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**III. Application**

<b>Applicant Contact Information (Type or print clearly) All fields are required.</b>			
Full Name		Address	
City/State/Zip		Home Phone	
Cell Phone		Email	
<b>Parent Contact Information (Type or print clearly) All fields are required.</b>			
Father's Name		Father's Occupation	
Father's Company		Father's Phone No.	
Mother's Name		Mother's Occupation	
Mother's Company		Mother's Phone No.	
MSCI Member Co.		Member Co. City/State	
<b>School Information (Type or print clearly) All fields are required.</b>			
Current School:		GPA (scale: 4= A)	
Sponsoring Teacher or Guidance Counselor:			
Have you been approved for Financial Aid?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount:	\$
List other financial aid or scholarships:			
List schools where you have been accepted:			
Please check one of the following:		<input type="checkbox"/> 4-Year college <input type="checkbox"/> Graduate school	
		<input type="checkbox"/> 2-Year college/technical school	
School you plan to attend:			
School Address:			
Starting Date:		Major:	
How many years does your program require?			
<b>Extracurricular Activities (Type or print clearly) All fields are required.</b>			
List school, community, civic or church related activities			
Activity Name	Office Held/Special Recognition	Years Involved	
What special talents or interests do you have:			
<b>Signature (Required) (Type or print clearly)</b>			
Applicant Signature*:			
Parent/Guardian Signature*:			
Date:			

\*By signature above, both applicant and parent authorize the MSCI to issue press releases, pictures and/or means of general publicity for the MSCI Northern Ohio Chapter Scholarship Award. Only general information will be released such as names, scholarship amount and name of attending school. Mail to: MSCI Northern Ohio Chapter Scholarship, Teresa Zingale, 24/7 Office Express, 1024 Shepard Hills Blvd, Macedonia, OH, 44056. Fax: (330) 908-1587 Email: Teresa@247officeexpress.com Deadline: April 30, 2010



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**IV. Statement of Recommendation**

Sponsoring Teacher or Guidance Counselor  
 (Required)

Type or Print Clearly

Applicant's name:			
Home phone number:			
MSCI member company & employee parent name:			
Work telephone number:			
<i>The applicant listed above is being asked to provide statements of recommendation from a sponsoring teacher or guidance counselor who has invested time and/or resources on their behalf. Please be assured that your responses will be held in strict confidence and will be used for the purpose of the scholarship award committee. Thank you.</i>			
<b>Criteria</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>
Cooperation			
Drive/determination			
Emotional Stability			
Initiative			
Integrity			
Leadership			
Peer Relations			
Responsibility			
Reputation			
Self-discipline			
Social maturity			
Willingness to accept instruction			
Additional comments: <i>(We encourage you to submit a separate letter of recommendation)</i>			
Signature:			
Institution Name:			
Telephone Number:			
Date:			

The MSCI Northern Ohio Chapter Scholarship Committee appreciates your taking the time to complete this recommendation form. Mail to: MSCI Northern Ohio Chapter Scholarship, Teresa Zingale, 24/7 Office Express, 1024 Shepard Hills Blvd, Macedonia, OH, 44056. Fax: (330) 908-1587 Email: Teresa@247officeexpress.com Deadline: April 30, 2010

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**V. Statement of Recommendation**

Community/Civic Group Leader or Professional  
*(Optional)*

**Type or Print Clearly**

Applicant's name:			
Home phone number:			
MSCI member company & employee parent name:			
Work telephone number:			
<i>The applicant listed above is being asked to provide statements of recommendation from a Community/Civic Group Leader of Professional who has invested time and/or resources on their behalf. Please be assured that your responses will be held in strict confidence and will be used for the purpose of the scholarship award committee. Thank you.</i>			
<b>Criteria</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>
Cooperation			
Drive/determination			
Emotional Stability			
Initiative			
Integrity			
Leadership			
Peer Relations			
Responsibility			
Reputation			
Self-discipline			
Social maturity			
Willingness to accept instruction			
Additional comments: <i>(We encourage you to submit a separate letter of recommendation)</i>			
Signature:			
Institution Name:			
Telephone Number:			
Date:			

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**VI. Statement of Recommendation**

Employer  
 (Optional)

Type or Print Clearly

Applicant's name:			
Home phone number:			
MSCI member company & employee parent name:			
Work telephone number:			
<i>The applicant listed above is being asked to provide statements of recommendation from an Employer who has invested time and/or resources on their behalf. Please be assured that your responses will be held in strict confidence and will be used for the purpose of the scholarship award committee. Thank you.</i>			
<b>Criteria</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>
Cooperation			
Drive/determination			
Emotional Stability			
Initiative			
Integrity			
Leadership			
Peer Relations			
Responsibility			
Reputation			
Self-discipline			
Social maturity			
Willingness to accept instruction			
Additional comments: <i>(We encourage you to submit a separate letter of recommendation)</i>			
Signature:			
Institution Name:			
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## **VII. Important Additional Information**

The scholarship applications are received by 24/7 Office Express, Inc. and are de-identified so that the Committee members reviewing the applications are not aware of the identity of the student/parent nor the MSCI member company employers. This assures that the selection is unbiased and is a result of the information provided by the student in the essay and supporting documents.

This scholarship is made possible by those MSCI Northern Ohio Chapter member companies' participation at chapter events and annual golf outing.

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