

# The Hope Reichbach Memorial Fund Scholarship Application



## INSTRUCTIONS

### How to apply for the Hope Reichbach Memorial Fund Scholarship:

1. Complete all pertinent information in the Personal and Educational forms.
2. Provide a copy of your resume, detailing: your educational background, student activities, honors and awards, previous work experience, and computer and language skills.
3. Have your college bursar mail a copy of your official academic transcript to: Hope Reichbach Memorial Fund, c/o Brooklyn Community Foundation, 45 Main Street, Suite 409 Brooklyn, NY 11201.
4. Provide two references in the spaces provided on page 3. They may be academic (i.e., prior/current professors) or professional (i.e., former employers).
5. In 500 words or fewer, tell us why you are applying to the Hope Reichbach Memorial Fund internship program.
6. In 250 words or fewer, please answer **one** of the following:
  - a. Give us an example of a social issue you would like to see changed and how you would change it.
  - b. What does “hope for Brooklyn” mean to you?
  - c. How would this internship program advance your career goals?
  - d. Tell us a good, true story from your life.
7. This program is designed to give opportunities to outstanding applicants who have demonstrable financial need but are committed to social justice work. Please provide your FAFSA worksheet or a documentation letter from your school’s office of financial aid documenting your finances.
8. (*Optional*) You may describe, in 250 words or fewer, any outstanding financial circumstances that might not be apparent from your financial forms or the rest of your application.

Please attach all required forms and send the completed application to [apply@hopeforbrooklyn.com](mailto:apply@hopeforbrooklyn.com) with subject line: “[Last Name], [First Name] 2013 Application” by **March 1st, 2013**.

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## CHECKLIST

- Application form, filled out and signed
- References form, filled out with 2-3 academic or professional references
- Résumé
- Main essay (about 500 words) on why you are applying
- Short essay (250 words or fewer) on one of the four essay topics
- (*Optional*) Financial needs essay
- Documentation of financial need: FAFSA form or letter from school's Financial Aid Office

ONLY if you are requesting funding for an internship you have already arranged:

- Internship proposal form, filled out with contact information
- Official invitation letter from your proposed employer
- Short essay (250 words or fewer) explaining why you have chosen that particular organization

ONLY if you would need us to arrange an internship:

- Internship placement request form
- Short essay (250 words or fewer) describing your ideal internship placement

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## APPLICATION FORM

The Hope Reichbach Memorial Fund provides scholarships for young adults in Brooklyn participating in summer internships dedicated to public service and/or community organizing. We wish to continue Hope's legacy of progressive values and grassroots activism by investing in a new generation of Brooklyn-based leaders.

This application must be postmarked by **March 1<sup>st</sup>, 2013**

### ***Personal Information***

Name \_\_\_\_\_  
Birthplace \_\_\_\_\_  
Birth date \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Home phone number \_\_\_\_\_  
Cell phone number \_\_\_\_\_  
E-mail address \_\_\_\_\_

### ***Education***

High School \_\_\_\_\_  
Year of Graduation \_\_\_\_\_  
High School Address \_\_\_\_\_  
\_\_\_\_\_  
College/University \_\_\_\_\_  
Intended degree and graduation year (e.g., B.A., 2014) \_\_\_\_\_  
Major/s (intended or declared) \_\_\_\_\_  
Minor/s (intended or declared) \_\_\_\_\_  
College Address \_\_\_\_\_  
\_\_\_\_\_  
Current G.P.A. \_\_\_\_\_

### ***Activities and honors***

Student activities: *Please describe any student activities you participate in. Include the name, the length of time you've been involved with the organization, and what your role is.*

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

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Previous Honors, Academic Awards or Scholarships: *Please write the name of each award, the date you received it, and one sentence describing what the award was for.*

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How did you hear about our scholarship? \_\_\_\_\_  
\_\_\_\_\_

*Please sign below:*

I certify that the above information and documentation are correct and true to the best of my knowledge, and that the attached essays are my own work. I understand that providing any inaccurate information would automatically disqualify me and make me ineligible for this scholarship.

Signature: \_\_\_\_\_

Name (printed) \_\_\_\_\_

Date: \_\_\_\_\_

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Scholarship Application**



**REFERENCE FORM**

**1.**  
Name \_\_\_\_\_  
Employer \_\_\_\_\_  
Title \_\_\_\_\_  
Work Address \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Best phone number to be reached at \_\_\_\_\_  
Relationship \_\_\_\_\_

**2.**  
Name \_\_\_\_\_  
Employer \_\_\_\_\_  
Title \_\_\_\_\_  
Work Address \_\_\_\_\_  
E-mail Address \_\_\_\_\_  
Best phone number to be reached at \_\_\_\_\_  
Relationship \_\_\_\_\_

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## INTERNSHIP PROPOSAL FORM

Please complete this form only if you have already been in contact with a community or public service organization that has agreed to provide you an internship. This form must be accompanied by:

- An official “invitation letter” from that organization, which should describe the organizational mission and state the terms of your internship, and
- A short essay (250 words or fewer) explaining why you would like to intern at this particular organization/government office.

### **General**

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

Description of the organization: \_\_\_\_\_

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

### **Terms of internship**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Internship description (of tasks and responsibilities): \_\_\_\_\_

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

Name of your direct superior: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Would you like to receive school credit for this internship?

*Please note that you will be responsible for setting this up and ensuring that credit is received*

Yes

No

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## INTERNSHIP PLACEMENT REQUEST FORM

Please complete this form only if you have been unable to find an internship yourself and would like the Hope Reichbach Memorial Fund to help place you with an organization or government office. This form must be accompanied by a short essay (250 words or fewer) describing your ideal placement.

### ***Logistics***

*Please note, students must work full time for a minimum of eight weeks to qualify for the scholarship*

Available from (start date): \_\_\_\_\_

Available until (end date): \_\_\_\_\_

Hours available per week: \_\_\_\_\_

Would you like to receive school credit for this internship?

*Please note that you will be responsible for setting this up and ensuring that credit is received*

- Yes
- No

### ***Career and internship interests***

In what kind of fields would you be interested in working? Please rank all that apply (1= top preference).

- \_\_\_ Advocacy
- \_\_\_ Art, film, dance, and/or music
- \_\_\_ Children and infants
- \_\_\_ Education
- \_\_\_ Environment
- \_\_\_ Health and nutrition
- \_\_\_ Housing and homelessness
- \_\_\_ International development
- \_\_\_ Journalism and news
- \_\_\_ Law and civil rights (domestic)
- \_\_\_ Law and human rights (foreign)
- \_\_\_ Minority and low-income populations
- \_\_\_ Politics and government

- \_\_\_\_ Philanthropy
- \_\_\_\_ Research
- \_\_\_\_ Social work
- \_\_\_\_ Urban planning and transport
- \_\_\_\_ Women and gender

Other (please describe):

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Would you prefer a large organization or a small organization?

- Large
- Small
- No preference

***Contribution***

What kind of tasks are you interested in doing, or in what ways might you be able to contribute?

- Communications (writing, public relations, marketing)
  - Computer networks (IT help, programming)
  - Event planning
  - Graphic design
  - Grassroots advocacy
  - Project coordination
  - Research
  - Strategy building
  - Other (please describe): \_\_\_\_\_
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Do you speak any other languages besides English? If so, indicate which language(s), as well as your writing and speaking/listening levels.

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